Privacy Policy

The information we collect about you and how we obtain it.
As an organisation it is necessary for us to collect and hold personal individual data. The type and quantity of information that we collect and how we use it depends on why you are providing it. For example, if you are a supporter who makes a donation or participates in a fundraising event we may need to hold:

Your Name

Your date of birth

Your contact details

Your Bank or credit card details.

We collect information from you both directly and indirectly.

Directly: You may give us your information in order to sign up for our classes, make a donation, apply for a vacancy or communicate with us.

Indirectly: Your information may be shared with us by independent event organisers, for example, fundraising sites like Virgin Money Giving. These independent third parties will only do so when you have indicated that you wish to support The People's Theatre Collective and with your consent.

You should check their Privacy Policy when you provide your information to understand fully how they will process your data. The
information we get from other organisations may depend on your privacy settings or

the responses that you give, so you should check these regularly.

How we use the Personal Data we hold

We will mainly use your data to:

- Provide you with services and information you asked for
- Administer your donation or support your fundraising, including processing gift aid
- Keep a record of your relationship with us
- Ensure that we know how you prefer to be contacted

We will hold your details for our own marketing, research, profiling and analysis purposes and promise to never sell or swap these with anyone else.

Data Security and Access

We ensure that there are appropriate technical controls in place to protect your personal details. For example, our online forms are encrypted, and our network is protected and monitored.

We ensure that your information is only accessible by appropriately trained staff and volunteers.

Keeping your information up to date

You can contact us at any point to ask us to change the way we use your data and contact you, or to remove consent. If consent is withdrawn, we will only continue to hold any information we are legally bound to retain, such as supporting information for Gift Aid claims and will ensure that information is marked as a ‘Do Not Contact’ record.

In addition, all emails sent by us contain a link to update consent and for those who only wish to be contacted by post, we will ensure that any document sent will include an ‘Opt-out statement’ that can be returned to us at any time, should you wish to remove consent.

Your right to access the information that we hold on you

You have a right to ask us to stop processing your personal data, and if it’s not necessary for the purpose you provided it to us for, we will do so.

You have a right to ask for a copy of the information that we hold about you, although we may charge a small admin fee to cover the costs involved. If there are any discrepancies in the information that we provide, please let us know and we will correct them.

If you want to access your information, send a request and proof of identity by post to:

People's Theatre Collective, The Mill Arts Centre, Spiceball Park Road, Banbury, OX16 5QE