



## Privacy Policy for Patrons on a Mailing List

**Yeovil Youth Theatre (YTY) is committed to protecting personal information.**

**This Privacy Policy relates to our use of any personal information we collect from you when you come to one of our productions and join our mailing list.**

### **The personal information we collect from you**

We collect basic personal details such as your name, address, e-mail address, telephone number.

### **How we use information**

We will use your information to tell you about our forthcoming shows and similar events that are likely to be of interest to you. This is called 'Legitimate Interest'. We will not share your information with third parties without your consent.

### **Security**

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

### **Your rights**

Please let us know if your personal information changes, as it is important that the personal information we hold about you is accurate and up to date. You are on our mailing list because you have been to one of our productions or have expressed an interest in them. Circulating information to you is a necessary part of promoting our productions but you can ask us to stop sending you this information and remove your details from our files at any time. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply contact us at the address below We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.



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### **How to contact us**

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

### **By Email to the Secretary:**

[secretary@yyt.org.uk](mailto:secretary@yyt.org.uk)

### **By Post to the Secretary:**

22, Cabot Road, Wyndham Park, Yeovil, Somerset, BA21 5FQ

This policy is effective from **1<sup>st</sup> January 2019** and supersedes any other privacy policies previously issued.