



Privacy Policy for Suppliers of the Society

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

This Privacy Policy relates to our use of any personal information we collect from you when you become a Supplier to YYT. Suppliers in this context means personal information we may collect when you provide products or services to YYT.

The personal information we collect from you

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

How we use information

We will use your information to invite you to provide services to YYT and to pay for your services. This use is in our 'Legitimate Interest' because we will need to contact you when we request your products or services. We will not share your information with other 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. We will keep your information indefinitely after you remain an active Supplier to YYT. We keep your information because you or we may wish to resume your connection with our group. However, you can ask us to remove your personal information from our records at any time and we will do so.

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 write to us at the address below. We will take all 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.



Privacy Policy for Suppliers of the Society

How to contact us

YYT is the data controller in respect of this data. 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

By Post to the Secretary:

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

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