



## Tmesis Theatre - Privacy Notice

Thursday 3 May 2018

### 1. Your data

Tmesis Theatre collects and stores the following data for everyone who opts-in and signs up to our mailing list:

- Name
- Email address
- Website

### 2. Data Controller

Tmesis Theatre is the data controller (contact details below).

### 3. How do we process your personal data?

Tmesis Theatre complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: -

- To inform you of news, events, activities and opportunities via our monthly newsletter

### 4. What is the legal basis for processing your personal data?

- Explicit consent so that we can keep you informed about news, events, activities and opportunities

### 5. Sharing your data

- We will never sell or forward your information to a third party under any circumstances

### 6. How long do we keep your personal data?

We will keep your data on record for five years, unless you unsubscribe or withdraw consent. This arrangement will be reviewed every after five years.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Tmesis Theatre holds about you.
- The right to request that Tmesis Theatre corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Tmesis Theatre to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the admin[at]tmesistheatre.com

If you have any queries, or wish to unsubscribe from future communications, you can do this by contacting: admin[at]tmesistheatre.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Date of next review: 1 May 2020