



## Privacy Policy For Suppliers of The Society

Registered Charity Number: 1116378.

Affiliated to NODA

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**The Gatepost Theatre Company 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 the Gatepost Theatre Company. A Supplier in this context means personal information we may collect when you provide products or services to the Gatepost Theatre Company.**

### **The Information We Collect**

The personal information we collect from you are details such as your name, address, company name, bank details, e-mail address and telephone number.

### **How We Use Information**

We will use your information to invite you to provide services to the Gatepost Theatre Company 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 personal information or your parents'/guardians' personal information.

### **Your Rights**

Please let us know if your personal information changes, as it is important that the information we hold about you is accurate and up to date.

We will keep your information indefinitely after you remain an active Supplier to The Gatepost Theatre Company. We keep your information because we or you may wish to resume your connection with our group.

You have the right to request a copy of all the personal information we hold about you and them 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.

You can ask us to remove your personal information from our records at any time and we will do so and also cease further communications with 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.

**How To Contact Us**

Mark Green, is the Data Controller for the Gatepost Theatre Company. 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:

<b>By Telephone:</b>	07974952549
<b>By Email:</b>	gateposttheatre@live.co.uk
<b>By Post to:</b>	Mark Green, 7 Douglas Avenue, Heanor, DE75 7FQ