

# COMMON GROUND THEATRE

## PRIVACY POLICY

In line with new EU data regulations ('GDPR'), this Privacy Policy outlines how Common Ground Theatre uses the information it collects from you.

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### **Key Fact - How can you manage your personal information?**

You can request access to and amendments to the personal information that we hold for you, or request that we stop contacting you at any time. You can unsubscribe from our newsletter by clicking the 'unsubscribe' button or for any other kinds of data, you can email us at [hello@cgtheatre.co.uk](mailto:hello@cgtheatre.co.uk) or write to us at our registered office address.

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### **Introduction**

Common Ground Theatre is committed to protecting your personal information, being transparent about what data we hold and giving you control over how we use it. The purpose of this Privacy Policy is to give you a clear explanation about how we use the information we collect from you.

### **About Common Ground Theatre**

Common Ground Theatre Makers Ltd are a company registered in England under company number 09458942. *Registered address:* 43 Russell Street, York, YO23 1NN

*Email:* [hello@cgtheatre.co.uk](mailto:hello@cgtheatre.co.uk)

### **How do we collect personal information?**

We collect your information when you interact with us. This could include signing up online or in person at one of our events to receive updates from us by email, interacting with us on social media, working for us or by emailing us.

*We collect personal information when you:*

1. Contact us by post, e.g. submit a script
2. Visit our website or social media sites, e.g. Facebook
3. Attend a show (this data may come via a third party e.g. the venue or ticketing services provider)
4. Attend an event by invitation

5. Work for us or with us
6. Are recommended to us for work e.g. via Spotlight or a personal recommendation
7. Fill in a feedback form or an online questionnaire
8. Email us!

### **What information do we collect from you?**

We only collect the information that's necessary to carry on our business, provide the particular product or service you've requested, comply with our contractual obligations to you, and to keep you informed. The type of information we collect depends on where and when it is gathered.

#### *Information we obtain directly from you:*

When you sign up to a newsletter, ask us for information or make an application (e.g. for a freelance role on a production) either online, by post or phone, we need to collect information from you in order to provide the service or information you are requesting or to process your application.

We collect the following information in the registration for our Mailing List:  
Prefix and name / Email address

In the event that you contact us directly for any reason, we may collect:  
Prefix and name / Email address / Phone number

If you are applying for a job we collect:  
Prefix and name / Email address / Phone number / Address / Date of birth

If you are successful in an application to work for us we may also collect:  
Bank details / Headshots & biographies / Photographs & videos of your time working with us / NI number / VAT number / Gender / Sensitive data related to health conditions

When you visit our website we may collect the following information:  
Automatically populated IP address - a public IP address is a unique number which allows a computer, group of computers or other internet connected device to browse the internet. The log file records the time and date of your visit, the pages that were requested, the referring website (if provided) and your internet browser version.

#### *Information we may receive from third parties:*

In certain circumstances, your information will be shared with us by third parties. For example:

Arts organisations - we may collect personal information from other arts organisations that Common Ground Theatre works with or for;

Service providers - we may collect personal information from our website developer, IT support provider, payment services provider, agents who sell tickets on our behalf;

Publicly available sources - we combine information you have given to us with information available from external sources. This will only be done when you give permission to the relevant third party organisations to share with us the data they hold on you, or if the data is already publicly available, or if we are required by law or requested by the police or a regulatory or government authority investigating potentially illegal activities;

Employers and referees - if you are a job applicant we may contact your recruiters, current and former employers and/or referees to provide information about you and your application;

Other third parties - we might also receive information about you from third parties if you have indicated to such third party that you would like to hear from us.

### **Why do we collect this information, and what do we do with it?**

The main reasons we collect information are to provide a service you have requested, to keep you up to date with news and events, to fulfil our contractual obligations to you, or to contact you if we need to obtain or provide additional information.

We will use your information for the purposes listed below either on the basis of:

- performance of your contract with us and the provision of our services to you;
- your consent (where we request it);
- where we need to comply with a legal or regulatory obligation; or
- our legitimate interests (see below for further information).

Specifically, we use the information we collect from you in the following ways:

1. To manage your donation or investment (on the basis of performing our contract with you);
2. Process payments (on the basis of performing our contract with you).
3. To send you marketing communications to keep you up-to-date with news, offers, talks and events, products and information, and let you know about opportunities to support our work or apply for jobs (where you have provided your consent or on the basis of our legitimate interests to provide you with marketing communications where we may lawfully do so).
4. To market our productions e.g. feedback interview, photos from event/workshop (where you have provided your consent or the information is in the public domain e.g. tweets).

5. Send information by post about how you can support Common Ground Theatre (on the basis of our legitimate business interests to seek support).
6. To provide you with special assistance, if required (on the basis of our legitimate interests to provide you with assistance or where you have provided your consent when you have provided sensitive information about your health).
7. To undertake audience research via an online survey or in person or on paper. Participation in these is entirely voluntary, so you can choose whether or not to disclose any information requested.
8. To ensure security and protect our business interests. In certain circumstances, we use your information to ensure the security of our services, and people (on the basis of our legitimate interests to operate a safe and lawful business or where we have a legal obligation to do so).
9. To comply with our legal obligations. In certain circumstances, we will need to use your information to comply with our legal obligations, for example to comply with any court orders (on the basis of our complying with a legal obligation).
10. To identify individuals for memberships and philanthropic support (on the basis of our legitimate interests to seek support or promote fundraising by post to a select number of our supporters, issue invitations to some of our fundraising events). We are an arts organisation and rely heavily on voluntary contributions from our supporters. Based on the frequency of engagement and expressed interest in Common Ground Theatre, we may ask you for additional support for our work.

### Legitimate interests

Where we refer to using your information on the basis of our 'legitimate interests', we mean our legitimate business interests in conducting and managing our business and our relationship with you. Where we use your information for our legitimate interests, we make sure that we take into account any potential impact that such use may have on you. Our legitimate interests don't automatically override yours and we won't use your information if we believe your interests should override ours unless we have other grounds to do so (such as your consent or a legal obligation).

### **Where is your information?**

We're committed to protecting your personal information. We adopt robust and appropriate technologies and policies to protect it from unauthorised access and improper use, including storing it on password protected devices and/or online accounts.

As part of the services offered to you (e.g. as a freelance practitioner or employee), the personal information you provide may be transferred to countries outside the European Economic Area (EEA). If Common Ground

Theatre transfers your personal information outside of the EEA in this way, we will take steps to ensure that your privacy rights continue to be protected as outlined in this Privacy Policy e.g. by ensuring there is a clause in our contract with such third party ensuring they adhere to our privacy terms.

### **How long do we keep your data?**

We will keep your information only for as long as is reasonably necessary for the purposes set out in this Privacy Policy and to fulfil our legal obligations. We will not keep more information than we need.

### **Is personal information shared with any third parties?**

Common Ground Theatre will never share, sell, rent or trade your personal information to any third parties for marketing purposes without your prior consent. We will ask for your consent to share personal information with arts organisations who have collaborated with us on shows you have seen.

Some of our service providers may have access to your data in order to perform services on our behalf (e.g. payment processing) or to advise us (e.g. legal advisors). We make sure anyone who provides a service to Common Ground Theatre enters into an agreement with us and meets our standards for data security. They will not use your data for anything other than the clearly defined purpose relating to the service or advice that they are providing.

We may also disclose personal information to appropriate third parties to assist in anti-fraud checks and investigations.

### **How can you manage your personal information?**

You can request access to and amendments to the personal information that we hold for you, or request that we stop contacting you at any time. You can unsubscribe from our newsletter by clicking the 'unsubscribe' button or for any other kinds of data, you can email us at [hello@cgtheatre.co.uk](mailto:hello@cgtheatre.co.uk) or write to us at our registered office address.

You have certain rights in respect of the information that we hold about you, including:

- the right to be informed of the ways in which we use your information, as we seek to do in this Privacy Policy;
- the right to ask us not to process your personal data for marketing purposes;
- the right to request that we correct or rectify any information that we hold about you which is out of date or incorrect;

- in addition to your right to lodge a complaint about us to the UK Information Commissioner's Office (<https://ico.org.uk/>), you can lodge a complaint with the relevant authority in your country of work or residence;
- the right to withdraw your consent for our use of your information in reliance of your consent, which you can do by contacting us;
- the right to object to our using your information on the basis of our legitimate interests and there is something about your particular situation which makes you want to object to processing on this ground;
- the right to receive a copy of any information we hold about you in connection with the performance of our contract with you or on the basis of your consent (or request that we transfer this to another service provider) in a structured, commonly-used, machine readable format, in certain circumstances; and
- the right to ask us to limit or cease processing or erase information we hold about you in certain circumstances.

### **Are you under 18?**

If you are under 18, please ensure that you obtain your parent/guardian's consent beforehand whenever you provide personal information to the website. If you don't have that consent, you must not provide personal information to us.

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

We may make changes to this Privacy Policy from time to time. We will post any changes to our site or notify you of any material changes by e-mail.

This Privacy Policy was updated on **31st May 2018**.