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## PRIVACY POLICY - Contents

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Purpose of policy.....	1
Who we are.....	1
Information collection .....	2
Information you give us.....	2
Information about your interactions with us.....	2
Information from third parties .....	2
Sensitive personal data.....	2
Legal basis.....	2
Contract purposes .....	2
Legitimate business interests .....	3
With your explicit consent.....	3
Marketing communications .....	3
Other processing activities .....	3
Third parties .....	4
Cookies .....	5
Your debit and credit card information.....	5
Maintaining your personal information.....	5
Security of your personal information .....	6
Your rights to your personal information.....	6
Contact details and further information.....	6

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## **Purpose of policy**

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We are committed to protecting your personal information and being transparent about what information we hold about you.

Using personal information allows us to develop a better understanding of our audience members and in turn to provide you with relevant and timely information about the work that we do - both on and off stage.

The purpose of this policy is to give you a clear explanation about how we collect and use the information we collect from you directly and from third parties.

We use your information in accordance with all applicable laws concerning the protection of personal information. This policy explains:

- What information we may collect about you
- How we may use that information
- In what situations we may disclose your details to third parties
- Our use of cookies to improve your use of our website
- Information about how we keep your personal information secure, how we maintain it and your rights to be able to access it

If you have any queries about this policy, please contact Selby Town Council's Arts Officer at [data@selbytownhall.co.uk](mailto:data@selbytownhall.co.uk)

## **Who we are**

Selby Town Hall is managed and funded by Selby Town Council. The majority of our income is generated through ticket and bar sales, as well as council funds raised through precept. On occasion we are supported by other grant giving organisations such as Arts Council England.

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## **Information collection**

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We collect various types of information and in a number of ways:

### **Information you give us**

For example when you register on our website, join our mailing list or buy tickets, we'll store personal information you give us such as your name, email address, postal address and telephone number. We will also store a record of your purchases.

### **Information about your interactions with us**

For example, when you visit our website, we collect information about how you interact with our content. When we send you a mailing we store a record of this, and in the case of emails we keep a record of which ones you have opened and which links you have clicked on. If you buy tickets online, your IP address is also recorded.

### **Information from third parties**

We occasionally receive information about you from third parties. For example, we may use third party research companies to provide general information about you, compiled using publicly available data.

### **Sensitive personal data**

Data Protection law recognises that certain categories of personal information are more sensitive such as health information, race, religious beliefs and political opinions. We do not usually collect this type of information about our audience members unless there is a clear reason for doing so (for example health information to aid with supporting access requirements.)

### **Legal basis**

There are three bases under which we may process your data:

#### **Contract purposes**

When you make a purchase from us, you are entering into a contract with us. In order to perform this contract we need to process and store your data. For example we may need to contact you by email or telephone in the case of cancellation of a show, or in the case of problems with your payment.

## **Legitimate business interests**

In certain situations we collect and process your personal for purposes that are in our legitimate organisational interests. However we only do this if there is no overriding prejudice to you by using your personal information in this way. We describe below all situations where we may use this basis for processing.

## **With your explicit consent**

For any situations where the two bases above are not appropriate, we will instead ask for your explicit consent before using your personal information in that specific situation.

## **Marketing communications**

We aim to communicate with you about the work that we do in ways that you find relevant, timely and respectful. To do this we may use data that we have stored about you, such as what events you have booked for in the past, as well as any preferences you may have told us about.

We use our legitimate organisational interest as the legal basis for communications by post and email. In the case of postal mailings, you may object to receiving these at any time using the contact details at the end of this policy. In the case of email, we will provide you with an option to unsubscribe in every email that we send you, or you can alternatively use the contact details at the end of this policy.

We may also contact you about our work by telephone, however we will always get explicit consent from you before doing this. Please bear in mind that this does not apply to telephone calls that we may need to make to you related to your purchases (as above).

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## **Other processing activities**

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In addition to marketing communications, we also process personal information in the following ways that are within our legitimate organisational interests:

We may analyse data we hold about you to ensure that the content and timing of communications that we send you are as relevant to you as possible.

In order to improve our website we may analyse information about how you use it and the content that you interact with.

We may use profiling techniques or third party wealth screening and insight companies to provide us with information about you that will help us to communicate in a relevant way with you, in particular if we are approaching you about potential philanthropic support. Such information is compiled using publicly available data about you.

In all of the above cases we will always keep your rights and interests at the forefront to ensure that our interests as an organisation are not overridden by your own interests or fundamental rights and freedoms. You have the right to object to any of this processing at any time. If you wish to do this, please use the contact details at the end of this policy. Please bear in mind that if you object this may affect our ability to carry out tasks above that are for your benefit.

## **Third parties**

There are certain circumstances under which we may disclose your personal information to third parties. These are as follows:

To our own service providers who process data on our behalf and on our instructions (for example our ticketing system software provider, our email mailing list provider and the companies who print, pack and post our physical brochures). In these cases we require that these third parties comply strictly with our instructions and with data protection laws, for example around security of personal data. All companies we use for these purposes operate entirely within the European Economic Area.

Where we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

To specific named visiting companies whose performances you have attended. In these cases we will always ask for your explicit consent before doing so.

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## **Cookies**

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Cookies are small text files that are automatically placed onto your device by some websites that you visit. They are widely used to allow a website to function (for example to keep track of your basket) as well to provide website operators with information on how the site is being used.

We use cookies to keep track of your shopping basket as well as to identify how the website is being used and what improvements we can make.

## **Your debit and credit card information**

If you use your credit or debit card to purchase from us, we will ensure that this is carried out securely and in accordance with the Payment Card Industry Data Security Standard (PCI-DSS).

We do not store your card details, but a record of the IP address used for purchase is stored.

## **Maintaining your personal information**

We store your personal information indefinitely such that for any subsequent purchases you make we are able to link them back to a single unique record that we hold for you on our system.

We automatically remove you from our postal mailing list if you have not made a purchase in the previous 36 months.

If there are aspects of your record that are inaccurate or that you would like to remove, you can usually do this by logging in to your account through our website. Alternatively please use the contact details at the end of this policy.

Any objections you make to any processing of your data will be acted on in a timely manner.

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## **Security of your personal information**

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible. We will ensure that any third parties we use for processing your personal information do the same.

We will not transfer, process or store your data anywhere that is outside of the European Economic Area.

## **Your rights to your personal information**

You have a right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. You also have the right to have any data we hold on you erased. Please use the contact details at the end of this policy if you would like to exercise these rights.

## **Contact details and further information**

Please get in touch with us if you have any questions about any aspect of this privacy policy, and in particular if you would like to object to any processing of your personal information that we carry out for our legitimate organisational interests.

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