



OCTOPUS DRAMA GROUP

PRIVACY POLICY

May 2018

Signed: *N. Lane* Nigel Lane (Chairman)

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Use of this website by you constitutes acceptance by you of this privacy policy ("Privacy Policy"). If you do not wish to accept this Privacy Policy, please do not leave any personal information.

Purpose

The purpose of this Privacy Policy is:

- to assure you that we recognise and fully respect the privacy and personal data of the visitors to this website; and
- to explain what personal information we collect from this website, from emails you have sent us and through any paper forms you have completed and how we ensure its best protection.

This Privacy Policy governs this website at www.octopus-thornbury.co.uk (referred to in this Privacy Policy as the "Website") as well as any data we already hold about you. Other sites to which the Website may be linked are not covered by this Privacy Policy.

Data protection

Octopus Drama Group complies with the Data Protection Act 1998 (the "Act"). For the purposes of the Act, Octopus Drama Group is the data controller and sole owner of the personal data collected on the Website. We also comply with the General Data Protection Regulation ("GDPR").

Octopus Drama Group does not sell, share or transfer your information except as set out in this Privacy Policy.

Unfortunately, the transmission of information via the internet is not completely secure and although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

The Act gives you the right to access details that we hold about you. Your right of access can be exercised in accordance with the Act.

GDPR ensures you always have the right to ask whether or not we hold information about you. And if we do, what the information is, why we're holding it and the ways it's being used. You're also entitled to a copy of the information. We always want the information we hold to be up to date and accurate. If you think any of the information we hold is either incorrect or out of date then please tell us and we'll fix it. You have the right to ask us to erase or delete information where you consider there is no longer any justification for us holding it.

Information we may collect from you

It is not necessary for you to register with us in order to access the Website. However we may collect some information from you if you wish to receive our newsletter by way of a registration form. The basic personal information about you which we may collect and process is:

- your name
- your e-mail address

If you are a full member of Octopus Drama Group in addition we may also hold details such as your:

- postal address
- phone number

Uses made of the information

We may use information held about you in the following ways:

- We may also use your data for the purposes of advertising, marketing and public relations, so as to provide you with information about forthcoming productions which may be of interest to you.
- We do not share your information with any third party.

If you do not want us to use your data in this way, please update your details by emailing secretary@octopus-thornbury.co.uk or use the contact form on the web site.

Changing the information we hold about you

If you would like to change any information we hold about you that has been collected via use of this Website, paper forms, emails you have sent us, etc. or want it to be removed from our database, you should contact us at: secretary@octopus-thornbury.co.uk

Consent

By using the Website, and/or completing paper forms you consent to the collection and use of your personal information in the manner set out above.

The Website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

By completing paper forms, you consent to the collection of your personal information as detailed in this Privacy Policy.

Changes to Privacy Policy

The internet and data privacy best practice are both developing. We therefore reserve the right to revise this Privacy Policy at any time. If this Privacy Policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to chairman@octopus-thornbury.co.uk

Who can I complain to?

If for whatever reason you are unhappy with any way we are using your personal information you should email is at: secretary@octopus-thornbury.co.uk in the first instance so that we can understand your issue and try and resolve it. If we can't resolve the issue you have the right to complain to the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to uphold information rights. For further information visit ico.org.uk

Resources & Further Information

- [Data Protection Act 1998](#)
- [Guide to the General Data Protection Regulation \(GDPR\)](#)
- [Privacy and Electronic Communications Regulations 2003](#)
- [Privacy and Electronic Communications Regulations 2003 - The Guide](#)
- [Twitter Privacy Policy](#)
- [Facebook Privacy Policy](#)
- [Google Privacy Policy](#)
- [Mailchimp Privacy Policy](#)