



## **St. Mary's Creative Space Mailing List Privacy Notice**

St Mary's Creative Space is committed to ensuring that your privacy is protected. Information provided for the mailing list will only be used in accordance with this privacy statement.

St Mary's Creative Space may change this policy from time to time by updating this page. This policy is effective from June 2020.

### **Who will own my data once I submit it?**

Mr and Mrs Theatre Company

### **Why do you need my information?**

We need your information to:

Inform you of future performances and events at St Mary's Creative Space.

To send you updates of any changes to events, programming, access to the building or changes to the facilities.

### **The information that we collect about you is:**

Name

Email address

We will not sell, distribute or lease your personal information to third parties unless we have your permission.

The mailing list is stored and administrated using Mailchimp. For a copy of their privacy policy follow the link [HERE](#). The policy includes a Data Processing Addendum specific to data from the United Kingdom, the E.E.A and Switzerland.

### **Message Wall**

Any comments added to our message wall will include the name used, which will be stored on our secure server. No other details are required, and we advise against including any personal or contact data in messages. Please contact us should you require any amendments to messages left.

### **Cookies**

Mailchimp uses cookies as part of its services. The specific services and therefore cookies being used by St Mary's Creative Space are:

### **Member email campaigns**

Mailchimp automatically place single pixel gifs, also known as web beacons, in every email sent by St Mary's Creative Space via Mailchimp. These are tiny graphic files that contain unique identifiers that enable Mailchimp to recognise when Contacts have opened an email or clicked certain links. These technologies record each Contact's email address, IP address, date, and time associated with each open and click for a campaign. This data is used to create reports for

St Mary's Creative Space about how an email campaign performed and what actions Contacts took.

### **Sign up form**

A Snippet is used at part of the sign up form to allow the site to deploy a Mailchimp cookie that recognises whether an end user to St Mary's Creative Space website has previously viewed a popup form and ensures the same end user does not see the form again for a period of up to one year. Users can refuse this cookie by following the instructions below under the heading "How can I control cookies?"

### **How can I control cookies?**

You have the right to decide whether to accept or reject cookies.

Browser Controls: You can set or amend your web browser controls to accept or refuse cookies. If you choose to reject cookies, you may still use our Mailchimp Sites though your access to some functionality and areas of our Mailchimp Sites may be restricted. As the means by which you can refuse cookies through your web browser controls vary from browser-to-browser, you should visit your browser's help menu for more information.

Disabling Most Interest Based Advertising: Most advertising networks offer you a way to opt out of Interest Based Advertising. If you would like to find out more information, please visit [www.aboutads.info/choices](http://www.aboutads.info/choices) or [www.youronlinechoices.com](http://www.youronlinechoices.com).

Mobile Advertising: You can opt out of having your mobile advertising identifiers used for certain types of Interest Based Advertising, including those performed by us, by accessing the settings in your Apple or Android mobile device and following the most recent published instructions. If you opt out, we will remove all data about you and no further data collection or tracking will occur. The random ID we (or our third-party partners) had previously assigned to you will also be removed. This means that if at a later stage, you decide to opt-in, we will not be able to continue and track you using the same ID as before, and you will for all practical purposes be a new end user to our system.

Do Not Track: Some Internet browsers - like Internet Explorer, Firefox, and Safari - include the ability to transmit "Do Not Track" or "DNT" signals. Since uniform standards for "DNT" signals have not been adopted, our Mailchimp Sites, Connected Sites, Landing Pages, and Websites do not currently process or respond to "DNT" signals. Mailchimp takes privacy and meaningful choice seriously and will make efforts to continue to monitor developments around DNT browser technology and the implementation of a standard.

### **How long will my personal data be stored?**

We will store your Personal Data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

[In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.].

### **What are my rights?**

Your duty to inform us of changes:

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your buying relationship with us.

## **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

### **Right of access to your Personal Data:**

You can request a copy of the Personal Data we process relating to you. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. [If your request is sent to us electronically we will supply this in a commonly used electronic form, unless you specifically request this in a different format. ]

We will supply the data within 1 month of the date of your request free of charge. If your request is complex or numerous we may extend this period by a further period of two months (though we will inform you within one month of the receipt of your request if this is the case and explain why the extension is necessary).

We reserve the right to charge a reasonable fee if you request additional copies of the information, to cover our administration costs. If access requests are unfounded or excessive we may charge a reasonable fee to provide the data, take the action requested, or refuse to act on the request.

### **Right to request the correction of your Personal Data:**

We will make every effort to ensure that Personal Data is accurate, kept up-to-date and erased or corrected without delay in the event of inaccuracies. However, in the event that you become aware that we hold any inaccurate or incomplete Personal Data, you can send a rectification request for us to correct any inaccurate data or to complete any incomplete data we hold.

We will respond to a rectification request within 1 month of the date of your request. If your request is complex we may extend this period by a further period of two months.

If we intend to take no action in respect of a notification request we shall explain this to you along with further information about your rights.

### **Right to request the erasure of your Personal Data (the “right to be forgotten”):**

This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

We will upon request erase any inaccurate Personal Data without delay unless we need to retain the Personal Data for any of the purposes specified in GDPR.

### **Right to object to processing of your Personal Data**

You may request us to restrict processing of your Personal Data:

- which you believe is being unlawfully processed but where you do not want erasure;
- which you believe we no longer need but which you wish us to retain for the purposes of defending legal claims or other grounds specified in GDPR.

### **If you request a data processing restriction we may continue to store the Personal Data, but may only process it:**

- with your consent;
- to establish, exercise, or defend legal claims;

- to protect the rights of another individual or legal entity; or
- for important public interest reasons.

### **Right to object to processing of your Personal Data (legitimate interest and direct marketing)**

You may object to us processing your Personal Data where processing is based on public interests or legitimate interests for direct marketing.

If you object we will stop processing the Personal Data unless we:

- have a compelling legitimate ground for processing the Personal Data that overrides your interests; or
- need to process the Personal Data to establish, exercise, or defend legal claims.

### **Right to request the transfer of your Personal Data to another party:**

You have the right to request us to:

- supply your Personal Data in a commonly used and machine-readable format so that you may store it for further personal use on a private device;
- transmit the Personal Data to another data controller;
- transmit your Personal Data directly to another data controller to another where technically possible.

However, this portability right only applies under limited circumstances and to a limited subset of Personal Data processed by us.

### **The right to data portability only applies to Personal Data about you which you have provided to us including:**

- information that you have knowingly and actively provided, such as name and contact information;
- information generated by and collected from your activities while using our site;
- which is automated and is either based on your consent or is necessary for us to perform our obligations under a contract between us and you.

It does not apply to Personal Data that we generate as part of our data processing undertaken in accordance with this policy or which is permitted under GDPR.

It does not apply to anonymous data or information that does not concern you.

### **Right to notification of any breach:**

In the unlikely event of a Personal Data breach which is likely to result in a high risk to your rights, we will notify you of the breach without undue delay.

However, if your Personal Data is encrypted or otherwise unintelligible we will not be required to notify you of a breach.

### **Exercising your rights:**

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us [HERE](#).

**No fee usually required:**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights).

However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

**What we may need from you:**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**Right to withdraw consent:**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email us [HERE](#). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.