

## Privacy Policy

This website is owned and maintained by the Penarth Operatic and Dramatic Society (“we” or “us”). We are responsible for the collection and proper management of any personal information you submit. We will keep your personal details secure and use the information you provide consistently with applicable privacy and data protection laws and the terms of this Privacy Policy.

### What information do we collect about you?

We collect information about you when you become a member or patron with us, ask to join our mailing list, or place an order for products or services. We also collect information when you add a post on our social media spaces, when corresponding with us by phone or email, or when you attend a rehearsal, show or other event in person.

### How will we use the information about you?

We collect information about you to:

- Enable us to process your orders and manage your memberships
- If you agree, to contact you about other products and services we think may be of interest to you
- For statistical purposes when we evaluate our range of services
- To manage customer service queries

Penarth Operatic and Dramatic Society will not share your information for marketing purposes with 3rd party companies.

We may share your information with HMRC for the purposes of gift aid on membership fees.

### Marketing

We would like to send you information about products and services of ours which may be of interest to you. We may do this by post, telephone, email or SMS, unless you have told us that you do not wish to be contacted in this way. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email [mike@pods-penarth.org](mailto:mike@pods-penarth.org)

### How long will we hold your information for?

We will continue to retain your information going forward until you indicate that you wish to unsubscribe, which you are welcome to do at any time. Where you indicate that you no longer wish us to hold information about you, we will ensure that it is disposed of in a secure manner.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address.

Robert Gairey. Apartment 11, Altolusso, Bute Terrace, Cardiff CF10 2FF

Email [ICO.officer@pods-penarth.org](mailto:ICO.officer@pods-penarth.org)

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### Does this policy apply to linked websites?

Our website contains links to other websites (including Social Media). This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies. In particular, if you purchase tickets to our performances through the online ticket service TicketSource you can find their privacy policy here: <https://www.ticketsource.co.uk/kb/terms-of-use/privacy-policy>

### Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 21 May 2018.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you.

By email: [ICO.officer@pods-penarth.org](mailto:ICO.officer@pods-penarth.org)

Or write to us at: Robert Gairey, Apartment 11, Altolusso, Bute Terrace, Cardiff CF10 2FF