

## Privacy policy

We at olipa theatre company take your private seriously and are committed to securing your privacy. Our privacy policy explains the type of data we may collect about you and how we will store and handle this data.

This privacy policy relates to any use of personal information we may collect from you when signing up to olipa theatre and becoming a client/student with us or an employee/ volunteer, parent of child, audience member and supporter of olipa theatre company. And anyone who may purchase olipa uniform and tickets from us or had any type of involvement within olipa theatre including (but not limited to) costume design prop design set design. Any students and parents that wish to stay informed about olipa theatre classes are also included within our private policy.

### **The data we collect from you**

We collect basic personal information including names, dates of birth, phone number, age, email, doctors, address, consent, signatures, photos, videos, and payment subscriptions, dates paid for all employees, volunteers, parents, and students. We take the minimum amount of data to complete a contract.

Our main way of collecting data is use of paper forms that you hand back to us when signing up. This may also be electronic and email / phone number.

### **How we use your data**

We use your data when sending newsletters, useful information about classes, to send payment invoices.

If applicable, picture and videos of you may be used online to help advertise our company. Your information may also be shared with other members of olipa theatre company's staff.

We may also use data to identify fraud and to protect the security of our network. We will not share this information with any third party without your consent.

### **Security**

We put in place appropriate security measures to ensure your data stays protected to prevent any unauthorised access to data or damage to.

Access to personal information is limited to olipa theatre company staff.

On the unlikely event your data becomes accessible to anyone outside of olipa theatre, you would be contacted and informed immediately.

We may amend policy's to keep it up to date and to comply with legal requirements.

We will seek your permission first if big changes to our privacy policy change.

If your data information changes, please inform us as soon as possible.

### **Your rights**

We will retain your personal information to fulfil the purpose we collected it for, including satisfying legal requirements. You can ask to be removed from this at any point. You have the right to request a copy of your data collection at any point. We will take all reasonable steps in confirming your identity first.

Please write us an email subject access request if a collection of your data is wanted.

### **How to contact us**

07508819331

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