

BAMPTON CLASSICAL OPERA PRIVACY POLICY

This privacy policy sets out how Bampton Classical Opera uses and protects any personal data which you may give us.

1. WHO WE ARE

For the purposes of the Data Protection Act 1998, and under the General Data Protection Regulations due to come in force in May 2018, the Data Controller is Bampton Classical Opera, Registered Charity Number 1080541 and company number 03705788 (referred to as "we", "us" or "our" in this privacy notice). Our contact details are:-

- Postal address: Holcot House, Market Square, Bampton, Oxon OX18 2JJ
- Telephone number: 01993 851876
- Email address: mail@bamptonopera.org

2. THE DATA WE COLLECT ABOUT YOU

We need your personal information for various purposes depending on your relationship with us:-

- If you are on our mailing list, your information will allow us to tell you about our productions and occasionally, other similar events promoted by other organisations.
- If you are a Friend, your information will allow us to inform you of the above and of Friends' events and to maintain your subscription. We may also give you the opportunity to sponsor particular elements of a production.
- If you are an artist or otherwise involved with a production on a commercial basis, we will need information about you to maintain contractual relations and comply with our legal responsibilities.

We may collect:-

- Your full name
- Your address
- Your email address, if you have corresponded with us by email
- Your telephone number if you have contacted us by telephone
- In the case of artists etc. your national insurance number and information on your immigration status and right to work, references and information about your career.

3. HOW IS YOUR PERSONAL DATA COLLECTED?

Your information is gathered from information which you have supplied to us.

4. HOW WE USE YOUR PERSONAL DATA

We use your information to provide you with the information listed in paragraph 2.

5. **DISCLOSING YOUR INFORMATION**

We will not share your information with any other organisations for marketing, market research or commercial purposes, and we will not pass on your details to other charities unless by your request. We do not transfer information outside the EEA. Your information will not be shared with third parties unless you have been previously informed and consented, or as is required by law, such as with tax authorities or the police for the detection or prevention of crime.

6. **HOW WE PROCESS YOUR INFORMATION**

Your information is stored on secure servers. In order to prevent accidental loss, unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure it. All information is hosted within the UK.

We will only retain 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. We will normally keep our records for six years. In some circumstances, you can ask us to delete your data.

7. **YOUR LEGAL RIGHTS**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. If these circumstances apply, you may:-

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Withdraw consent

If you wish to exercise any of the rights set out above, please contact us.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.