



Pantomime Company is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a member/supporter of the society, by performing in a show or supporting the activities of the society.

### **The information we collect**

We collect basic personal details such as name, address, contact numbers and email addresses, subscriptions and dates paid. For performers in productions we may take photos of you or ask for information for a biography.

### **How we use information**

We will use this information;

- to send you communications about the production
- To inform you of the AGM
- To support your health and well being whilst taking part in rehearsals/performances
- For planning any aspects of productions
- To comply with legal requirements for you to take part in the production.
- Promoting the production.
- And to compile entries for programmes  
Your information may be shared with our committee members (who are our society's Trustees). This use is in our 'Legitimate Interest'. You will be aware that our show programmes are public documents. We will not share your information with other third parties without your consent.

### **Security**

We will put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of your personal information.

### **Your Rights**

Please let us know if your personal information changes as it is important that the information we hold about you is accurate and up to date. Circulating

information to you is a necessary part of being a member of the company but when the production is over (and after the set period of time for which we are legally required to hold some of the information) we will remove your personal information from our files.

You have the right to request a copy of the information we hold about you and them. To do this simply contact us and we will take all necessary steps to confirm your identity before providing you with details of any personal information we may hold about you.

You have the right to ask us to remove your personal from our files at any time and we will do so, after confirming your identity.

### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time; for example, to keep up to date with, or comply with legal requirements. If there are any significant changes made to the use of your personal information in a manner different from stated, we will seek your permission first.

### **How to contact us**

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to request a copy of your information please contact us in one of these ways:

#### **By phone to the Secretary**

07815009701/01664 840158

#### **By email**

[imperialacademyoffice@gmail.com](mailto:imperialacademyoffice@gmail.com)

#### **By post**

The Cabin,  
Stormbrick Furlongs,  
8, The Lane,  
Barsby,  
Leics,  
LE7 4RH

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