

PRIVACY NOTICE

The New Venture Theatre (“we”, “our”) endeavours to hold all personal information as securely as possible and does not share details with any outside organisations.

What data do we collect?

We may collect the following information from you:

- Personal identification information (Name, address, email address, phone number or photograph).

How do we collect your data?

You directly provide us with most of the data we collect. We collect data and process data when you:

- Become a member of NVT
- Are Cast or Crew in a production
- Purchase tickets or request our updates on future productions
- Participate in our workshops, acting classes or other NVT events.

How will we use your data?

We collect your data so that we can:

- Manage your membership account, if applicable.
- Keep you informed about our activities and upcoming productions

We may share your data internally with our various role holders, directors and production managers.

How do we store your data?

We store your data securely in either our systems, third party systems over which we have control or in records maintained by relevant role holders within our organisation.

We have access to, but do not have control over, information that you provided to Ticketsource when purchasing tickets for our productions and events.

We retain membership records for a maximum of 2 years after your membership expires. From this date your personal information is deleted from our membership list and any other relevant records.

If you have been cast or crew in one of our past productions, your name and photograph may be retained as part of the archive of our organisation. Personal information, including name, phone number and email address, of those who have actively participated in our

productions and support activities or have held roles within our organisation will be held for 5 years after your most recent active participation in our organisation.

Marketing

We would like to send you information about our upcoming productions and other activities that we think you might be interested in.

You have the right at any time to stop us from contacting you for the purposes of marketing.

What you can do?

You may request:

- copies of any of your personal data that we may hold
- that we correct any information you believe to be inaccurate or that we complete any information you believe is incomplete
- that we delete your personal data, under certain conditions.

Cookie Policy

We have cookie software on our website for the purposes of membership management etc. No such information is shared with external organisations.

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. For further information, visit allaboutcookies.org.

Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

We keep our privacy policy under regular review and place any updates on our website-

How to contact us

If you have any questions about our privacy policy or the data we hold on you please do not hesitate to contact us at:

info@newventure.org.uk or write to us at New Venture Theatre, Bedford Place, Brighton, BN1 2PT.

We are exempt from registration in the ICO Data Protection Register because we are a registered charity and therefore a not-for-profit organisation however we aim to act in accordance with best practice.