

CANTATA DRAMATICA

CHAIRMAN:
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SECRETARY and TREASURER:
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PRIVACY POLICY: CANTATA DRAMATICA

GENERAL POLICY STATEMENT

Cantata Dramatica is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Whenever we need to collect any of your data, we will let you know at that point *why* we need to do so and *what* it will be used for.

We will never pass your details on to third parties for marketing purposes.

WHO IS RESPONSIBLE FOR DATA THAT WE COLLECT?

The Data Protection Officer is Julia Stutfield, who can be contacted at cantatadramatica@gmail.com.

WHAT DATA DO WE COLLECT AND WHAT DO WE USE IT FOR?

Cantata Dramatica collects data from individuals to help us plan, organise and run the day-to-day operations of the group (e.g. processing and managing tickets for events or contracting musicians) and to promote and market Cantata Dramatica's activities (e.g. marketing mailing lists).

Event attendees: for processing and managing tickets for events

Where our events are ticketed, we need to collect data on the person booking (name, email, phone number, address) in order to allow you access to the event and to send you a confirmation of your reservation/purchase. This data will only be used for administering your access to the event/s for which you have booked and will *not* be used to send you marketing/promotional messages from the group unless you have also provided your consent to receive these (see below).

Employees and contractors: for administration and legal/regulatory purposes

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on employees or contractors of Cantata Dramatica. Where this is the case, we will explain what this is for at the point of collection.

Mailing list subscribers: for marketing and promotion

When you sign-up to our marketing mailing list we will ask for your name, email, phone number, address and will use this data to send you information about our events and activities (e.g. forthcoming performances, social events and fundraising events).

We will *only* send you information that is related to Cantata Dramatica.

Any marketing email we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of or 'unsubscribe' from future emails) and you can also do so at any time by contacting the Data Protection Officer.

DO WE SHARE YOUR DATA WITH ANYONE ELSE?

We will never pass your details on to third parties for marketing purposes.

HOW CAN YOU UPDATE YOUR DATA?

You can contact us at any time at cantatadramatica@gmail.com to check, update or correct the data we hold on you.

HOW LONG WE WILL HOLD YOUR DATA?

The Cantata Dramatica data retention policy is to review all data held on individuals at regular intervals (e.g every two years) and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

WHAT WILL WE DO IF ANYTHING CHANGES?

If we make changes to our privacy policy we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.

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