



## **PRIVACY POLICY FOR PATRONS ON OUR MAILING LIST**

Darlington Operatic Society (DarlingtonOS) is committed to protect personal information. This Privacy Policy relates to our use of any personal information we collect from you when you book for one of our shows and join our mailing list.

### **The information we collect**

We collect basic personal details such as your name, address, email address, telephone number.

### **How we use information**

We will use your information to inform you about forthcoming DarlingtonOS shows and events that are likely to be of interest to you under the terms of Legitimate Interest. DarlingtonOS will never share your information with a third party.

### **Security**

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

### **Your rights**

Please let us know if your information changes as it is important that the information we hold about you is accurate and up to date. You are on our mailing list because you have attended one of our productions or have expressed an interest in them. Circulating information to you is a necessary part of promoting our productions but you can ask us to stop sending you this information and remove your details from our files at any time. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this simply contact us at the address below. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### **Changes to this policy**

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different to that 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 make a Subject Access Request, please contact us at [darlingtonos@hotmail.co.uk](mailto:darlingtonos@hotmail.co.uk)

**Date: 18 May 2018**