



## Pitchy Breath Theatre Company: Privacy Policy

### Overview

Pitchy Breath Theatre Company is committed to protecting the privacy of our members and those we communicate with as part of our business. This policy sets out what information we collect about you as part of our business and how we will use this. We will only use the information that we collect about you lawfully in accordance with Data Protection Act 2018 (UK GDPR).

This policy should be read alongside our **Data Protection Policy**.

### What information do we collect?

The type of information we will collect about you (our members and those we communicate with as part of Pitchy Breath business) includes:

- Your name
- Email address
- Mobile phone number
- Address (if making a purchase)
- Credit/debit card details (if making a purchase)
- Your image (eg taken as a participant at Pitchy Breath auditions and performances)
- Covid-19 lateral flow test results, where these have been provided in advance of participating in auditions, workshops, rehearsals or performances, in accordance with our **Health and Safety Policy**).

We will never collect sensitive or special category data from you (e.g. race, sexuality, religion, health conditions) without your explicit consent. The personal information which we hold will be held securely in accordance with our internal Data Protection Policy and the law. Our designated Data Protection Officer can be contacted with any queries, as set out below.

When you provide your contact details as part of registration for an audition or workshop, your details will be stored securely for us to contact you in relation to participation in our events. We may also use the information provided as part of any activities you undertake with us for internal administration, feedback and analysis to inform and update our other policies (such as diversity and inclusion).

For filming or photographing your image, subjects will be informed in advance and given the opportunity to opt out, and/or withdraw consent for your image to be used for Pitchy Breath Theatre Company marketing purposes.

If you have requested to be added to our mailing list, either in person, via email or online through our website or social channels, we will use your email address to provide you with updates about our upcoming activities and events. We may also contact you to notify you of ways you can support the organisation through fundraising or membership schemes.



### **Third party processing**

We use e-marketing software, MailChimp, to store and contact our mailing list. This third-party provider is GDPR compliant and has a [Data Processing Agreement](#) in place with our organisation. For more information, you can also check out their [Privacy Policy](#) too. We will only disclose your information to this third party for providing the above service to you. All other communications will be handled internally by the Pitchy Breath team.

### **Cookies**

We may use technology to track the patterns of behaviour of visitors to our site. This can include using a "cookie" which would be stored on your browser. If preferred, you can modify your browser to prevent this happening. The information collected in this way can be used to identify you unless you modify your browser settings.

### **Right to edit/erase your data**

By disclosing your personal information to us, you consent to the collection, storage, and processing of your data by Pitchy Breath Theatre Company in the manner set out in this Privacy Policy. You can check the data that we hold about you at any time by emailing us. If you find any inaccuracies, or you would prefer to be removed from our records entirely, we will action this immediately once we receive your request.

### **Policy review**

This policy is a working document which will be reviewed and updated annually.

Date of last review: August 2021

### **Contact us**

If you have any questions about privacy or Data Retention, please email our Data Protection Officer as below:

Designated Data Protection Officer: Liam Cooper  
Email: [pitchybreath@gmail.com](mailto:pitchybreath@gmail.com)

Deputy Data Protection Officer: Tim Fifield  
Email: [pitchybreath@gmail.com](mailto:pitchybreath@gmail.com)