

## **PRIVACY POLICY**

This Privacy Policy relates to our use of any personal information we collect from you when you join Bridges Musical Theatre as a member or patron.

### **The information we collect**

We collect basic personal details such as your name, address, e-mail address, mobile number and matters that relate to being in a performance.

### **How we use information**

We will use your information to keep in contact with you about information related to rehearsals and shows that the group organise.

The committee and production team will use your information to assist with the safe running of rehearsals and performances.

We will use your address information to enable us to apply to the government for Gift Aid for members who are UK Tax Payers.

This is called 'Legitimate Interest'. We will not share your information with third parties without your consent.

### **Security**

We put in place reasonable security measures to protect against any unauthorised access or damage to, or 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 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 Privacy 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 from that stated, we will seek your permission first.

### **How to contact us**

For any questions or concerns relating to our Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of the following ways:

- **By phone to the company phone number 01784 605805**
- **By email to [info@bridgesmt.org.uk](mailto:info@bridgesmt.org.uk)**

### **Review**

The Committee will, as appropriate, monitor and enforce this Policy and will review it regularly:

Date of next review: September 2025