



## **RBL Theatre Company Privacy Policy**

This privacy policy sets out how RBL Theatre Company and RBL Foundations uses and protects any information collected when you use our website or e-mail us.

We are committed to ensuring that your privacy is protected. Any personal information which you can be identified with when using this website or e-mailing us, will only be used in accordance to this privacy statement.

We may update this policy when required, please ensure to check this page frequently to make sure you are happy with any changes. This policy is effective from 25th May 2018.

### **What we collect:**

#### **Mailing list**

Should you sign up to our mailing list we will collect the following information:

- Full name
- E-mail address

#### **Friends of the theatre**

Should you sign up to our Friends of the theatre Company Program we will collect the following information:

- Full name
- E-mail address
- Postal address

Payments for our Friends program are made through Gocardless and you can read their terms of service and privacy policy [here](#).

#### **RBL employees**

Should you join one of RBL professional company's we will collect the following information

- Full name
- E-mail address
- Home address
- Telephone number
- Agents contact details
- Agents bank account details (Personal bank account details if you do not have an agent.)
- Any relevant medical conditions

## **RBL Foundations**

Should you sign up to RBL Foundations classes, we will collect the following information:

- Parent name
- Child's name and sex
- Your email address
- Telephone contact number
- Your child's DOB and school year
- Your child's medical conditions (if needed)
- Your postcode and local borough

### **What we use data for:**

- RBL Theatre company uses personal information to keep you updated on news and events through our mailing list and we let our Friends know about special events and advanced ticket bookings.
- RBL Theatre company uses personal information to keep you updated if you are employed by RBL in one of our professional company's. We will only contact you about the project you are working on and afterwards about other potential employment opportunities unless you request to be removed from our casting list.
- RBL Foundations use personal information through a booking form to contact parents/students when signing up for classes, workshops or free trials.
- RBL Foundations use personal information to maintain relationships with alumni of the school and for the promotion of services and benefits available to students and parents.

### **What we use photographs for:**

- RBL Theatre Company holds and uses photographs for promotion of our professional productions and events. Employees of RBL agree to production photographs being used for promotional purposes when they sign a contract. The copyright of the photographs lies with the photographer who will always be credited.
- RBL Foundations holds photographs of staff, alumni and pupils in the school and retains them for historical purposes. Students and staff that agree to their photo's being used for publicity purposes may have their photo's put on the website so long as permission is given in writing.

Should you wish to limit or object to the uses above, please notify our chief data protection officer Toby via email on [toby@readingbetweenthelines.co.uk](mailto:toby@readingbetweenthelines.co.uk)

### **Accuracy**

RBL Theatre Company ensure to keep all information up to date. Should circumstances or information changes, you have the right to ask for old information to be removed or updated.

### **Storage and use of Personal Information**

Any paper copies of children and staff personal information is kept in a locked filing cabinet in the RBL office. Staff will be informed of medical or personal information on a need to know basis. Access to all office computers is password protected and is only accessible to the Directors and administrative staff of the company.

### **Who do we pass information on to?**

RBL Theatre Company will only pass on data information to our Production Managers, Head Chaperone or Exam Co-ordinator to ensure employees and students can be licensed for any of our performances and entered for exams. This will be done on a separate form, informing parents that this information will go to a different contact. E.g. Local councils or LAMDA exam board.

## **How long we store data**

Any images or video footage taken during your time with RBL Theatre Company will be stored on a password protected computer. This will be kept indefinitely, unless specified from you to be erased. Some images may be used for promotional purposes.

## **Security**

Our company website is managed by Chertstone Ltd and the server is run through 123-reg. Our classes database is held by Think Smart Software and our email lists, contact sheets and registers are held on a password protected computer.

Third Party's who collect information for us:

- Gocardless is used to sign up our Friends of the Theatre company, you can read their terms of service and privacy policy [here](#).
- Mailchimp manages our mailing list, you can view their privacy policy [here](#).
- Webtailor manage our ticketing website, you can view their privacy policy [here](#).
- Eventbrite is used to sell tickets to our productions, you can view their privacy policy [here](#).
- Sage is used to sell tickets to our productions, you can view their privacy policy [here](#).
- Slack is used to communicate between our production teams, you can view their privacy policy [here](#).
- Drop box is used to communicate between our publicity designers, production teams, teachers and workshops leaders. Registers are held in drop box. You can view their privacy policy [here](#).

RBL work hard towards ensuring that your personal information is safe and secured.