**Easy Street Theatre Company - Privacy Policy**

**1. Introduction**

Easy Street is committed to protecting your personal information. We also want to maintain the trust and confidence of every one of our audience members and supporters.
Our Privacy Policy gives you detailed information on what we collect and how we store it and what we use it for.

You can sign up to the mailing list by clicking here.

**2**. **How We Collect Your Personal Information**We only collect your information when you choose to give it to us. This could include purchasing tickets or it could be where you sign up to receive emails from us.

**3. The Types of Information We Collect**

We only collect the information that’s necessary to carry out our business, provide the particular service you’ve requested and to keep you informed. This is limited to email addresses and names so that we can contact you about future events and to keep you updated about ticket information.

**4. Why We Collect Your Personal Information and How We Use It**

The information we hold on you will be used in a number of ways. Here are the main ones: to provide a service you have requested, offer you a personalised experience and understand our audience’s needs better, inform you of events or updates you’ve asked for.

**5. How We Handle Your Information and Other Organisations**

Easy Street will never share, sell, rent or trade your personal information to any third parties for marketing purposes without your prior consent. We make sure anyone who provides a service for Easy Street Theatre Company enters into an agreement with us and meets our standards for data security. They will not use your data for any reason other than the clearly defined purpose relating to the service that they are providing.

**6. How We Protect Your Data**

Easy Street is committed to protecting the personal information you entrust to us. Your data is stored on secure sites such as Mailchimp and google drive. Any non-digital data is kept securely and destroyed after each relevant performance. Any details given when purchasing tickets directly from Easy Street e.g. phone number and names are destroyed after the production has finished.

**7. Should You Change Your Mind**

You should find it easy to access and amend the personal information that we hold on you, or request that we stop contacting you. It’s your data and we want to make sure you feel in control of it.

If you are on our mailing list you can amend your personal details and email contact preferences at any time. Simply email us and request the changes you wish to make. You can also update your preferences or chose to unsubscribe from our mailing list by following the links on a previous Mailchimp e-flyer, which can be located at the bottom of each email sent or by emailing easystreettheatrecompany@gmail.com.

 Updates or Changes to the Privacy Policy and Further Information

This policy was updated on 18th May 2018. It may be updated to take into account changes at Easy Street Theatre Company or for example to reflect changes to regulation or legislation. Should you request anymore information, please contact easystreettheatrecompany@gmail.com