



## Grand Union Privacy Policy

Grand Union Music Theatre Limited is committed to respecting and protecting your privacy.

### Under 16s

If you are under the age of 16 please make sure that a parent or legal guardian (“Your Adult”) reads this Privacy Policy. You must have Your Adult’s permission to apply to attend any event, class or performance and before submitting any personal information to us. We reserve the right to refuse access to any event, class or performance if such permission is not obtained, and to verify Your Adult’s identity and permission.

With your prior permission, we use and retain your name, email address and in some cases address and phone number in order to keep in touch with you about our events, our work and opportunities for you to take part, and to process your registration and participation in any of our events, classes or performances. This may also include information you provide about your musical abilities if relevant to a class or event. If you participate in an event, class or performance we may take photographs or video of you which we may use for the purposes of marketing and demonstrating our activities, unless you ask us not to use your image. We may also collect any information contained in any correspondence between us. For example, if you contact us using a website form or by email or telephone, we may keep a record of that correspondence or discussion. We never pass on your details to anyone else and we always endeavour to keep your contact information safe and secure.

We may share your information with event organisers, venues or other third parties that need to know who will attend or participate in an event, class or performance.

We may also process your information to protect, investigate, and deter against fraudulent, unauthorised, or illegal activity, to enable us to comply with our policies and procedures and enforce our legal rights, or to protect the rights, property or safety of our employees. We may also share your information with our technical and legal advisors, or those of our contractors, for these purposes.

We process your information on the following legal grounds:

- o As necessary for our legitimate interests, in order to facilitate and manage your participation in any of our events, classes or performances, to keep you informed about them where you have asked us to do so, and to conduct and manage our business, including the legitimate interest we have in:

- personalising, enhancing, modifying or otherwise improving the services and/or communications that we provide to you;
- detecting and preventing fraud and operating a safe and lawful business;
- improving security and optimisation of our network, websites and services.

o As necessary for the performance of a contract with you or at your request, if we are providing services to you or at your request such as an event, class or performance. Where we use your information for our legitimate interests, we make sure that we take into account any potential impact that such use may have on you. Our legitimate interests don't automatically override yours and we won't use your information if we believe your interests should override ours unless we have other grounds to do so (such as your consent or a legal obligation). If you have any concerns please refer to "Your Rights" below. In addition to the above legal grounds for processing your data, we may contact you by phone, email, SMS or via social media for marketing purposes if you have opted in to such communications, in which case we may do so until you opt out of such communications.

### **Personal Information Relating to Health or Ethnicity**

We may collect from you health information that you provide to us comprising your dietary requirements, disabilities, medical conditions and access needs (and those of any other person on whose behalf you submit information to us) where relevant to your attendance at or participation in any of our events, classes or performances, only with your express consent given at the point of collection (and the consent of any other person whose information is so provided). Such information may be shared between us and with third parties responsible for organising events or facilities, where necessary to offer or arrange access or other necessary services.

We may collect from you information about your ethnicity for the purpose of (a) diversity monitoring, (b) where necessary for our work creating music that highlights and melds the musical traditions of participants from different ethnic and cultural backgrounds, and (c) for the purpose of crediting your participation in the production or performance of any such work, in each case only with your express consent given at the point of collection (and the consent of any other person whose information is so provided). Such information may be shared between us and with third parties involved in communicating any such information for such purposes or for the purpose of verifying the ethnic diversity of our work.

### **Retention Period**

Unless retained for a longer period pursuant to any other applicable privacy notice or consent that applies separately, we will retain your information for as long as is necessary to arrange your participation or attendance at an event, performance or class, to keep you informed about our activities with your permission, and or for as long as we reasonably require to retain the information for any other lawful business purposes, such as for the purposes of exercising our legal rights.

### **Your Rights**

You have the right to access personal information that we or our contractors hold relating to you.

You also have:

- the right to rectify any inaccurate personal information about you;
- the right to object to our using your information on the basis of our legitimate interests (see above for information about our legitimate interests);
- in certain circumstances prescribed by law, the right to have personal information erased, and/or to restrict processing of information about you;
- the right to receive a copy of any information we hold about you in connection with the performance of a contract with you or on the basis of your consent (or request that we transfer this to another service provider) in a structured, commonly-used, machine readable format; and
- the right to lodge a complaint with the supervisory data protection authority in your residency country.

You may also contact us to opt out of receiving further direct marketing emails from us.

Depending on the circumstances, if you exercise a right to object to processing of information, we may not be able to process your event registration or assist with or arrange other services related to attendance at the event that are reliant on such information. There may also be circumstances where the law permits us to continue to process some or all of your information for certain purposes.

### **Changes to this Data Protection and Privacy Disclosure**

We may make changes to this Privacy Policy from time to time. We will post any changes to our website. Any changes will come into effect the next time you engage with us after the changes have been published.

If you would like any further information about this, or wish to contact us about your personal data at any time please contact us at [mail@grandunion.org.uk](mailto:mail@grandunion.org.uk)

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