

### Introduction

Futurist Theatre Productions is committed to protecting your privacy and security. This Privacy Statement applies to the use and processing of personal information collected and used by Futurist Theatre Productions, in accordance with the requirements of the General Data Protection Regulation 2018 (GDPR).

By auditioning for, registering someone else for, or working with Futurist Theatre Productions, you confirm you have the permission to share the relevant data with us.

Please read this Privacy Policy carefully, and do not hesitate to contact [catherine@futurist.co.uk](mailto:catherine@futurist.co.uk) if you have any questions.

### Information we collect directly from you

We collect information directly from you when you call or email us, provide information to us directly- for yourself or on behalf of someone else. The following are examples of information we may collect directly from you:

- Personal details- name, email address, date of birth, telephone number, medical conditions
- Emergency contact details
- Financial details through our box office partner, [www.ticketsource.co.uk](http://www.ticketsource.co.uk)
- Future communication preferences

We may obtain information about you from other sources, including publicly available sources, and social media platforms. This may include:

- Personal details- name, email address, postal address, telephone number

The below information explains what information we collect and what we do with it. If you have any queries, please contact us using the details found at [www.yeadontownhall.co.uk](http://www.yeadontownhall.co.uk) and we would be pleased to discuss them.

We have provided the below so you can make an informed decision when you interact with Yeadon Town Hall, including viewing our website, signing up to our newsletter or entering our competitions.

### Website Visitors

When someone visits [www.futuristtheatreproductions.com](http://www.futuristtheatreproductions.com), we offer a high level of security to protect the information you may choose to submit to us but cannot guarantee the security of data sent over the internet due to the variety of technologies and providers available. Third party services, including Google Analytics and Wix, are used to improve the user experience and to understand the behaviour of visitors.

This information does not include personally identifiable details, however it does give insight into the type of device used to visit the website, parts of the website that are most popular, the features or aspects that are interacted with by a user. This non-personally identifiable information may be shared with any third party collaborator in relation to the effectiveness of any activity happening at Yeadon Town Hall.

Web server log files are used to record standardised information on every request made to our website and the other resources we host. This information includes the resource requested, the time of the request, information on the device's hardware and software making the request, and the IP address of the device or network making the request

This information is held for up to 2 calendar years and used for compliance, security and robustness purposes and is not normally used to identify individual users except where required for security or legal purposes.

### **How Futurist Theatre Productions uses this information**

The information we collect is used to safely conduct auditions and performances, advertise (in which permission will always be sought additionally), enable the sale of tickets and to contact you.

This may include:

- Answering questions or responding to requests
- Facilitating auditions
- Communicating with you information about Futurist Theatre Productions events we think you may be interested in
- Communicate with you about concerns or issues
- To allow you to participate in social sharing on our social media
- Enforcement of our rules and regulations

### **Information sharing and third-party service providers**

We engage third-party service providers to perform some business services. In so doing, we may share your personal information with them. We provide our service providers with only the personal information they need in order to perform the services we request. Our third party services currently include:

#### **Ticket data:**

Data relating to tickets is collected and stored by TicketSource, and can be accessed by our performance venue, Yeadon Town Hall. Yeadon Town Hall print off a front of house report for each performance that consists of audience members' names and seat details for fire and safety regulations at our venues and performances. These are used by front of house staff and are then destroyed after each performance. Please see TicketSource's website for their privacy policy.

#### **Cast data with members of the production team:**

Futurist Theatre Productions may share some of your data, such as age, with other freelance members of the production team working on a particular show. This will only be used to discuss things related to auditions and productions for Futurist Theatre Productions, and will never be given to anybody outside of the production.

#### **With outside agencies:**

The only outside organisation Futurist Theatre Productions may need to collect data for and share is for a BOPA licence for Leeds City Council. In this instance, this will be communicated clearly with parents of children involved and agreed to before hand.

#### **Other situations**

We may transfer or otherwise process your personal information:

- To protect, defend or exercise the rights and property of Futurist Theatre Productions (including enforcing our rules and regulations)
- When required by our venue (Yeadon Town Hall) for safety regulations
- When required by law and/or government authorities
- When required by the local authority for child licensing purposes
- To inform you of changes to auditions, productions, or ticket bookings
- To assist in medical or safeguarding emergencies

#### **Personal Information Retention Period**

We will only use and store information for as long as it is required for the purposes it was collected for- for unsuccessful candidates, it will be deleted within 1 week of the final auditions being conducted. For reserve place candidates this will be deleted by 1 month after the commencement of rehearsals for the show auditioned for. For cast and crew members, this will be 1 year after the final performance of that production. Video footage of any auditions will be deleted within 2 weeks of the final auditions for that production. We will keep photos and videos of the rehearsal period

and production indefinitely, unless asked to remove them by individuals, as per their right. We will retain personal information for the period necessary to fulfil the purposes outlined in this privacy policy, unless a longer retention period is required or permitted by law, such as for safeguarding purposes.

### **Communication options**

**Email Communications:** You can stop receiving email messages from Futurist Theatre Productions by replying to the sending email address.

**Post:** You can stop receiving promotional postal mail from Futurist Theatre Productions by emailing or writing to the address contained within the posted communication.

Please note: we will honour your request to stop receiving contact from Futurist Theatre Productions as practicable. We may keep information for record keeping to ensure we fulfil your request not to send particular types of messages.

### **Other rights**

To the extent provided by law, you have the right to request the correction of your personal data, to restrict the processing of personal data, to object to the processing of personal data and to data portability. To exercise any of these rights, please contact us via email.

### **Consent**

Where you have provided consent for our processing of your personal data, you may withdraw that consent at any time by contacting us with the details below. We will stop processing your data as soon as possible following our receipt of your communication.

### **Complaints**

If you consider that we have processed personal data in violation of applicable law, please contact us via email. If you feel we have failed to correct such errors, you may also lodge a complaint with the Information Commissioner.

### **Contact for Futurist Theatre Productions**

[catherine@futurist.co.uk](mailto:catherine@futurist.co.uk)

### **Contact for TicketSource**

[support@ticketsource.co.uk](mailto:support@ticketsource.co.uk)

0333 666 4466

### **Contact for Yeadon Town Hall**

[jamie@yeadontownhall.co.uk](mailto:jamie@yeadontownhall.co.uk)