



## Bedford Drama Company Privacy Policy

### 1. Introduction

Bedford Drama Company is committed to protecting and respecting your privacy. This Privacy Policy outlines how we collect, use, store, and protect your personal data, particularly when you provide information through our website or other online platforms.

### 2. Data We Collect

We may collect and process the following personal data:

- **Personal Identification Information:** Name, address, email address, phone number, date of birth.
- **Membership Information:** Details regarding your membership status, participation in events, and preferences.
- **Payment Information:** If applicable, payment details for membership fees or donations.
- **Communication Data:** Records of your correspondence with us, including emails and any other communication.
- **Technical Data:** IP addresses, browser type and version, time zone setting, and other technology on the devices you use to access our website.

### 3. How We Use Your Data

We use your personal data for the following purposes:

- **Membership Management:** To process your membership application, renewals, and participation in our activities.
- **Communication:** To contact you regarding upcoming events, meetings, or any changes to your membership.
- **Payment Processing:** To handle any membership fees, donations, or other transactions.
- **Improvement of Services:** To improve our website, services, and overall member experience.
- **Legal Obligations:** To comply with applicable laws and regulations.

#### 4. How We Share Your Data

We will not sell or rent your personal data to third parties. We may share your data with trusted third parties in the following circumstances:

- **Service Providers:** Companies that provide services to help us with our business activities, such as payment processing or email management.
- **Legal Requirements:** If required to do so by law or in response to a legal request.
- **Charity Compliance:** With regulatory bodies to ensure compliance with UK charity laws.

#### 5. Data Security

We take the security of your data seriously. We have implemented appropriate technical and organisational measures to protect your personal data against unauthorized access, alteration, disclosure, or destruction.

#### 6. Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law.

#### 7. Your Rights

Under the General Data Protection Regulation (GDPR), you have the following rights regarding your personal data:

- **Right to Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You can request that we correct any inaccurate or incomplete data.
- **Right to Erasure:** You can request that we delete your personal data, subject to certain conditions.
- **Right to Restrict Processing:** You can request that we limit the processing of your personal data.
- **Right to Object:** You can object to the processing of your personal data in certain circumstances.

To exercise these rights, please contact us using the contact details provided below.

#### 8. Cookies

Our website may use cookies to enhance your experience and gather information about visitors and visits to our website. You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies.

#### 9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time; any changes will be incorporated into the published policy. The Privacy Policy is available to view or download from the membership page of the company's website.

## 10. Contact Us

If you have any questions or concerns about this Privacy Policy or your personal data, please contact us at:

[chair@bedforddramacompany.org.uk](mailto:chair@bedforddramacompany.org.uk)

[treasurer@bedforddramacompany.org.uk](mailto:treasurer@bedforddramacompany.org.uk)

[vicechair@bedforddramacompany.org.uk](mailto:vicechair@bedforddramacompany.org.uk)

[secretary@bedforddramacompany.org.uk](mailto:secretary@bedforddramacompany.org.uk)

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This Privacy Policy is designed to be compliant with UK and GDPR regulations, and it provides clear information to our members about how their data is managed.

