



Northern Broadsides

PRIVACY POLICY

Northern Broadsides is a registered charity No. 1076764

At Northern Broadsides, we are committed to maintaining the trust, confidence and privacy of our audiences, supporters, partners, funders and stakeholders.

This Privacy Policy provides information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and your rights to access it.

Information We Collect

In running and maintaining our website we may collect and process the following general data about you:

- Information about your use of our site including details of pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data. This information does not identify you personally in anyway.
- Information provided voluntarily by you. For example, when you register to join our mailing list, make a purchase or donation.
- Information that you provide when you communicate with us by any means.

We will also collect and hold information about any contact you have with us as a donor or supporter of Northern Broadsides, which may include details of:

- Ticket purchases and attendance
- Membership and donor status, including payment details where applicable
- Retail purchases
- Gift status and information, including payment details where applicable
- Details of correspondence sent to you, or received from you
- Communication preferences
- Any other information provided by yourself at the request of Northern Broadsides to process a transaction.

When we ask you to provide your personal information we will let you know why we are asking and how we will use your data, by directing you towards this notice.

Depending on your relationship with us and the preferences you have indicated, data we hold may be used to send you promotional, marketing, membership or fundraising information by post, telephone or electronic means. These types of communications can include:

- News and updates about the company
- Informing you of other products or services related to Northern Broadsides, such as events, retail offers, development and fundraising operations, including occasional targeted requests to consider supporting us in various ways.
- Other relevant communications based upon your relationship with Northern Broadsides.

Mailing Lists

When you subscribe to our e-newsletter, we collect your name and email address and communication preferences which we use to keep you informed about our productions and how you can support us. We never pass this information on to other organisations. We also collect location and time zone data to better understand our subscribers and where they are.

You can unsubscribe from our newsletter at any time by clicking the unsubscribe link at the bottom of any of our emails or if you have received news by post by contacting Northern Broadsides at the address at the end of this notice. When you unsubscribe, we remove your personal information within 7 days of your request.

We use Mailchimp for all our electronic mail outs and they act as the data processors for this information. We collect consent in accordance with [GDPR regulations](#) using Mailchimp. To find out more please read [Mailchimp's Privacy Policy](#)

When you subscribe to our postal mailing list, your data is stored securely on a password protected Google Sheets file. You will sign up via Mailchimp, but [Zapier](#) sync all Mailchimp data in real time to the Google Sheets file. Zapier is coded to update your profile to 'unsubscribed' on this list, should you choose to do so on your online account, or you can alert us by email or phone using the details at the end of this notice. As before, when you unsubscribe, we remove your personal information within 7 days of your request.

Ticketing Information

Tickets for our productions are sold through the venue we perform at directly.

We may sometimes sell tickets through online events sites like Ticket Co, find out more about their Privacy Policy [here](#).

We are a National Portfolio Organisation funded by Arts Council, England. We share aggregated data to complete funding annual reports for Arts Council, England. We do not share your personal details customer number, name, address, email or financial data. Our lawful basis for processing this information is your consent given when you purchase a ticket or complete an audience survey.

Donation Information

When you support Northern Broadsides by becoming a Friend or donating to us, we collect personal information from you including your name, address, email, phone number and payment information. We use this information to communicate with you about our work, thank you for your support and manage renewals. Our lawful basis for processing this information is our contract with you and our legal obligation. We use third-party providers,

PayPal to manage online donations and gift aid. To find out more, please read [Paypal's Privacy Policy](#).

We will share your personal information with HMRC and other organisations where we have a legal obligation to do so. We retain your personal information for six years from your last donation as part of this legal obligation.

Disclosing Your Information

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- Where we are legally required by law to disclose your personal information.
- To further fraud protection and reduce the risk of fraud.

Third Party Links

On occasion we include links to third parties on this website. Where we provide a link it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

Your rights

Under the [General Data Protection Regulation \(GDPR\)](#), you are a data subject. You have the right to view or ask us to amend or delete the personal information that we hold about you. To make a subject data request for your personal information, please contact jess@northern-broadsides.co.uk or write to us at: Northern Broadsides Fletchers Mill Dean Clough, Halifax, HX3 5AX

Tel: 01422 369 704.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing (including fundraising)
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations

Further information

For further information about any aspect of the General Data Protection Regulations you can contact the Information Commissioner's Office at the website address below:

Northern Broadsides Theatre Company is registered with the [Information Commissioner's Office](#) under: Organisation name: **Northern Broadsides Theatre Company** Registration reference: **ZA191887** Northern Broadsides, Fletchers Mill Dean Clough, Halifax, HX3 5AX

Please do not hesitate to contact us regarding any matter relating to this Privacy Policy at kay@northern-broadsides.co.uk

We regularly review and update this privacy policy to reflect changes in our services, feedback from you, and to comply with changes to the law.

Updated March 2022.