

## Data Protection Privacy Policy

This is the standard data protection privacy policy for JG Theatre Club.

When it comes to your privacy we never compromise. We will always be clear about why we need the details we ask for, and ensure your personal information is kept as secure as possible. How we do this is explained below.

We do not sell, trade or rent your information, and will never disclose information about you (including information obtained from our dealings with you) to third parties, except:

- a) to fulfil your specific orders for a product or service or information in the event that third parties deliver the relevant product or service or information. This means Hotels, Insurance providers, Ferry companies, Train companies, certain venues such as The Royal Palaces or Government buildings where there are security measures in place.
- b) where third parties administer part or all of the product or service;

We may of course be obliged at law to pass on your information to the police or any other statutory or regulatory authority and in some cases, exemptions may apply under the Data Protection Act 1998, whereby we can legitimately release personal data e.g. to prevent or detect crime or in connection with legal proceedings.

If we decide to change our privacy policy, we will update all relevant documentation and post any changes on our websites so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.

You have a statutory right of access to accessible personal and/or sensitive personal data that we hold about you. In order to exercise this right, your application must be in writing for security reasons. Please write to the Data Protection Officer at JG Theatre Club, 11 Millwood Close, Maresfield, E Sussex, TN22 3AT for requests relating to information held by JG Theatre Club.;

We will not administer Subject Access Requests by a third party unless accompanied by a written authority of the individual who is the subject of the request.

**Finally, on 25th May the new General Data Protection Regulation (GDPR) came into force JG Theatre Club would like to inform you that it will continue to process your details fairly and lawfully. Addresses, Email Addresses and telephone numbers will be used to communicate with you about items of legitimate interest to you under Section 6 of the GDPR.**