



PRIVACY POLICY

1. PRIVACY WITH BLACK TOFFEE

Black Toffee takes the privacy of its staff, contractors, audience members and patrons very seriously. We ask that you read this privacy policy carefully as it contains important information about how we will use your personal data. For the purposes of the Data Protection Act 1998, Black Toffee ("we" or "us") is the "data controller" (i.e. the company who is responsible for, and controls the processing of, your personal data).

2. YOUR PERSONAL DATA

We will obtain personal data about you (such as your name, address, email address, etc) whenever you communicate with us, for example either by writing to us or completing an online form (such as the details required by the "Contact" page of our website).

We will use your personal data for the purposes described in this policy and as notified to you at the time your personal data were obtained. These purposes include, for example: (a) to help us identify you and any accounts you hold with us; (b) administration of our relationship with you; (c) research, statistical analysis and behavioural analysis; (d) marketing (please see "Marketing and opting out" below); (e) fraud prevention and detection; and (f) improving our services.

3. MARKETING AND OPTING OUT

Unless you have asked us not to do so, we may contact you by email about our other productions or services. If you prefer not to receive any direct marketing communications from us, you can opt out at any time. *Please see "Your rights" below.*

4. SECURITY AND DISCLOSURE OF YOUR PERSONAL DATA

We will use technical and organisational measures to safeguard your personal data. Whilst we will use all reasonable efforts to safeguard your personal data, you acknowledge that, for example, the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data which are transferred from you or to you via the Internet.

We may disclose your personal data to our agents and service providers or as otherwise permitted by law, or to law enforcement agencies in connection with any investigation to help prevent unlawful activity.

5. YOUR RIGHTS

You have the right to request access to personal data which we may process about you, subject to the payment of a small fee. If you wish to exercise this right you should put your request in writing and specify the personal data you want access to.

You have the right to require us to correct any inaccuracies in your data free of charge. If you wish to exercise this right you should put your request in writing, provide us with enough information to identify you and specify the information that is incorrect and what it should be replaced with.

You have the right to ask us to stop processing your personal data for direct marketing purposes. If you wish to exercise this right you should put your request in writing and provide us with enough information to identify you.

6. OUR CONTACT DETAILS

We welcome your feedback and questions. If you wish to contact us, please contact us by email to info@blacktoffee.co.uk.

This Privacy Policy last reviewed: 24 January 2016.