

Wayfarers Drama Society Privacy Policy

At Wayfarers Drama Group we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website or complete our paper forms. It also explains how we use the information; the conditions under which we may disclose it to others; and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website or providing us with written information, you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to wayfarersdrama@outlook.com.

Who are we?

Wayfarers Drama Group is an amateur dramatic group based in Weston Super Mare and is comprised of members from the local community. We aim to provide local access to drama and theatre on a regular basis and enable the local community to be involved, either through delivering performances or by enjoying the shows as an audience member.

How do we collect information from you?

We obtain information about you when you use our website, for example, when you complete the contact form, when you complete the site registration form; purchase a ticket; purchase a product from our store; or complete other forms on our website.

We also obtain information when you complete paper forms.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, telephone number, IP address, and information regarding what pages are accessed on our website and when.

If you make a donation online or purchase a ticket or a product from our shop, your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

Website recording

Like many other websites, our website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

For example, we use cookies to store your preferences and this helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

Main Cookies used on our site

Google Analytics

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site.

The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited

For more information on Google Analytics's privacy policy visit here

– <http://www.google.com/analytics/learn/privacy.html>

Google Maps

These are Google Maps third party cookies, which are unique identifiers to allow traffic analysis to Google Maps.

How is your information used?

We may use your electronic and written information to contact you regarding queries raised in the contact form; to progress an order you have submitted and send you information directly related to this; to process a donation that you have made; to carry out our obligations arising from any contracts entered into by you and us; to deal with entries into a competition; to seek your views or comments on the services we provide; to notify you of changes to our services; and to send you communications which you have requested and that may be of interest to you. These may include information about shows campaigns, appeals, and other fundraising activities.

Retention Periods

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems or in our folders with for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

Members of our Committee can access your electronic and written information for legitimate purposes only.

Your written information is kept in a locked building, in a locked filing cabinet, that has restricted access.

Your electronic information is kept in restricted access files that are encrypted.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may pass your information to our third party service providers, agents, subcontractors, and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process your ticket payment and send them to you).

However, when we use third party service providers, we disclose only the personal information that is necessary for them to deliver their service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

We will release your information if we are required to do this by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

When you use our secure ticket and shop pages, your payments are processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about our exciting shows, products, and services, then you can select your choices by ticking the relevant boxes situated on the electronic or paper form on which we collect your information.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent.

We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted.

You can change your marketing preferences at any time by emailing wayfarersdrama@outlook.com and stating your preferences.

How you can access and update your information

The accuracy of your information is important to us. You have the right to request a copy of the information we hold about you so that you can ensure its accuracy. You can do this by sending an email to wayfarersdrama@outlook.com and requesting the information we hold about you.

Right to erasure

Users of our services have the ability to have all records of their personal data removed where there is no legitimate reason for us to have that information.

This includes where GDPR is super-ceded by other laws governing the details obtained.

If you wish your data to be erased please email us at wayfarersdrama@outlook.com to request this.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in January 2022.