

# Abingdon Operatic Society Privacy Policy

This privacy policy sets out how Abingdon Operatic Society uses and protects any information that you supply when you use this website.

Abingdon Operatic Society is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Abingdon Operatic Society may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 9<sup>th</sup> April 2018.

## What we collect

We may collect the following information:

- name
- contact information including email address
- demographic information such as postcode

## What we do with the information we gather

We require this information to provide you with information you have requested, and in particular for the following reasons:

- Internal record keeping.
- We may periodically send promotional emails about new productions or other information which we think you may find interesting using the email address which you have provided.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by

this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously agreed to us using your personal information for direct marketing purposes (i.e. telling you about our latest show), you may change your mind at any time by emailing us at [committee@abingdonoperatic.co.uk](mailto:committee@abingdonoperatic.co.uk).

We will never sell, distribute or lease your personal information to third parties unless we have your specific permission or are required by law to do so.

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please email the address above.

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.