



RABBLE Theatre Privacy Policy

This privacy policy sets out how RABBLE Theatre uses and protects any information collected when you use our website or email us.

We are committed to ensuring that your privacy is protected. Any personal information which you can be identified with when using this website or e-mailing us, will only be used in accordance with this privacy statement.

We may update this policy when required, please ensure to check this page frequently to make sure you are happy with any changes. This policy is effective from 1st July 2020.

What we collect:

Mailing list

Should you sign up to our mailing list we will collect the following information:

- Full name
- E-mail address

RABBLE Rouser

Should you sign up to become a friend of the theatre we will collect the following information:

- Full name
- E-mail address
- Postal address

Donations are made through Gocardless and you can read their terms of service and privacy policy [here](#).

RABBLE freelance staff

Should you join one of RABBLE's professional companies we will collect the following information:

- Full name
- E-mail address
- Home address
- Telephone number
- Agents contact details
- Agents bank account details (Personal bank account details if you do not have an agent.)
- Any relevant medical conditions

RABBLE GUOS

Should you sign up to RABBLE GUOS (Get Up On Stage) class, we will collect the following information:

- Full name
- E-mail address
- Telephone number
- Any relevant medical conditions

RABBLE Foundations

Should you sign up to RABBLE Foundations classes, we will collect the following information:

- Parent name
- Child's name and sex
- Your email address
- Your child's email address (if you request we contact them directly)
- Telephone contact number
- Your child's DOB and school year
- Your child's medical conditions (if needed)
- Your postcode and local borough

What we use data for:

- RABBLE Theatre uses personal information to keep you updated on news and events through our mailing list and we let our Friends know about special events and advanced ticket bookings.
- RABBLE Theatre uses personal information to keep you updated if you are employed by RABBLE in one of our professional company's. We will only contact you about the project you are working on and afterwards about other potential employment opportunities unless you request to be removed from our casting list.
- RABBLE Foundations use personal information through a booking form to contact parents/students when signing up for classes, workshops or free trials.
- RABBLE Foundations use personal information to maintain relationships with alumni of the school and for the promotion of services and benefits available to students and parents.

What we use photographs for:

- RABBLE Theatre holds and uses photographs for promotion of our professional productions and events. Employees of RABBLE agree to production photographs being used for promotional purposes when they sign a contract. The copyright of the photographs lies with the photographer who will always be credited.
- RABBLE Foundations and RABBLE GUOS hold photographs of staff, alumni and pupils in the school and retain them for historical purposes. Students and staff that agree to their photos being used for publicity purposes, and may have their photos put on the website so long as permission is given in writing.

Should you wish to limit or object to the uses above, please notify our chief data protection officer Toby via email at toby@rabbletheatre.com

Accuracy

RABBLE Theatre ensures to keep all information up to date. Should circumstances or information changes, you have the right to ask for old information to be removed or updated.

Storage and use of Personal Information

Any paper copies of children and staff personal information is kept in a locked filing cabinet in the RABBLE office. Staff will be informed of medical or personal information on a need to know basis. Access to all office computers are password protected and are only accessible to the Directors, General Manager and administrative staff of the Company.

Who do we pass information on to?

RABBLE Theatre will only pass on data information to our Production Managers, Head Chaperone or Exam Coordinator to ensure employees and students can be licensed for any of our performances and entered for exams. This will be done on a separate form, informing parents that this information will go to a different contact, e.g. local councils or LAMDA exam board.

How long we store data

Any images or video footage taken during your time with RABBLE Theatre will be stored on a password-protected computer. This will be kept indefinitely, unless specified from you to be erased. Some images may be used for promotional purposes.

Security

Our classes database is held by Think Smart Software and our email lists, contact sheets and registers are held on password-protected computers.

Third Parties who collect information for us:

- Gocardless is used to sign up our Friends of the Theatre, you can read their terms of service and privacy policy here: <https://gocardless.com/privacy/payers/>
- Mailerlite manages our mailing list, you can view their privacy policy here: <https://www.mailerlite.com/legal/privacy-policy>
- Webtailor manage our ticketing website, you can view their privacy policy here: <https://www.webtailor.co.uk/>
- Eventbrite is used to sell tickets to our productions, you can view their privacy policy here: https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB
- Sage is used to sell tickets to our productions, you can view their privacy policy here: <https://www.sage.com/en-gb/legal/>
- Slack is used to communicate between our production teams, you can view their privacy policy here: <https://slack.com/intl/en-gb/privacy-policy>
- Dropbox is used to communicate between our publicity designers, production teams, teachers and workshops leaders. Registers are held in Dropbox. You can view their privacy policy here: <https://www.dropbox.com/privacy>

RABBLE Theatre works hard towards ensuring that your personal information is safe and secured.