

**Felixstowe Musical Theatre (FMT) is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Friend of the Society. Friends are individuals who wish to support the activities of the Society financially by paying a minimum donation in return for privileges such as early booking for shows. Members can also become Friends.**

#### **The information we collect**

We collect basic personal details such as your name, address, e-mail address, telephone number, donation status.

#### **How we use information**

We will use your information to send you letters, newsletters, or emails to give you details of the Annual General Meeting, Shows and other events that are likely to be of interest to you. Your information may also be shared with our committee members (who are FMT's Trustees). This use is in our 'Legitimate Interest'.

We will not share your information with other third parties except as necessary to fulfil our legal duties.

#### **Security**

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

#### **Your rights**

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your information for a period of two years after you cease to be a Friend of Felixstowe Musical Theatre. We keep your information for this length of time because you may wish to resume your connection with Felixstowe Musical Theatre. However, you can ask us to remove your personal information from our records at any time and we will do so.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

#### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

#### **How to contact us**

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

**By Phone to the Secretary: 01473 270599**

**By email: [nat.free33@googlemail.com](mailto:nat.free33@googlemail.com)**

**By post to: FMT Secretary, 282 Ravenswood Avenue, Ipswich, Suffolk, IP3 9TQ**

**Date: May 2018**