



heos1911@gmail.com  
Registered Charity No: 80279

## PRIVACY POLICY PATRONS ON MAILING LIST

HEOS Musical Theatre is committed to protecting your online privacy and takes the management of any personal identifiable information very seriously.

This Privacy Policy relates to our use of any personal information we collect from you when you come to one of our productions and join our mailing list.

### The information we collect

The personal information we collect consists of: name, email address and where provided postal address and telephone number.

### How we use information

We will use your information to tell you about forthcoming shows, society news, social events, fundraisers and ticket offers. We will never share your information with third parties without your consent.

### Security

We have put in place 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 information we hold about you is accurate and up to date. You are on our mailing list because you have been to one of our productions or have expressed an interest in our productions and society.

Circulating information to you is a necessary part of promoting our productions but you can ask us to stop sending you this information and remove your details from our files at any time by emailing [memsec@heos.org.uk](mailto:memsec@heos.org.uk). 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 us at the email 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 the following ways:

**By Phone:** 07758 841523

**By Email:** [memsec@heos.org.uk](mailto:memsec@heos.org.uk)

Date: 11 May 2018



@HEOS\_MT



#heosmusicaltheatre

*noda*  
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