



PRIVACY POLICY for www.theatreinthequarter.co.uk

Theatre in the Quarter is dedicated to safeguarding and preserving your privacy when visiting our site or communicating electronically with us.

This Privacy Policy, together with our terms of use, provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you.

We do update this Policy from time to time so please do review this Policy regularly.

For the purpose of the Data Protection Act 1998 our data controller is Theatre in the Quarter.

1. Information We Collect

In operating our website we may collect and process the following data about you:

- 1.1 Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data.
- 1.2 Information that you provide by filling in forms on our website, such as when you registered for our newsletter.
- 1.3 Information provided to us when you communicate with us for any reason.

2. Use of Cookies

On occasion, we may gather information about your computer for our services and to provide statistical information regarding the use of our website.

- 2.1 Such information will not identify you personally it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever.
- 2.2 We employ only one 'first party' cookie, which does not share information with any third parties:
 - Google Analytics - anonymously observes usage of our website for statistical purposes.
- 2.3 You can decline cookie acceptance in your browser if desired.
- 2.4 Our partner sites may also use cookies, over which we have no control. Such cookies (if used) would be downloaded once you click on a link and arrive at an external website.

3. Use of Your Information

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- 3.1 To provide you with information requested from us, relating to our products or services. To provide information on other products that we feel may be of interest to you, where you have consented to receive such information.
- 3.2 To meet our contractual commitments to you.
- 3.3 To notify you about any changes to our website, such as improvements or service/product changes, that may affect our service.
- 3.4 We will not share your data with any third parties for marketing of related or unrelated goods.

4. Storing Your Personal Data

- 4.1 Data that is provided to us is stored on secure servers. Details relating to any transactions entered into on our site will be encrypted to ensure its safety. Any written data taken via postal or telephone enquiries will be periodically destroyed.
- 4.2 The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely

at your own risk.

5. **Disclosing Your Information**

5.1 We may disclose your personal information to third parties:

5.1.1 Where we sell any or all of our business and/or our assets to a third party.

5.1.2 Where we are legally required to disclose your information.

5.1.3 To assist fraud protection and minimise credit risk.

6. **Third Party Links**

You might find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

7. **Access To Information**

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details below.

8. **Contacting Us**

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us at enquiries@theatreinthequarter.co.uk.

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