

# Data Protection and Privacy Policy



Outland Opera is dedicated to protecting your data and being transparent about what we use it for.

## **1. Commitments**

- To comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR)
- To ensure the safety and privacy of everyone working with or for Outland Opera, as well as audience members, by protecting their data
- To protect the privacy of our stakeholders by not sharing data with third parties, unless with the express permission of the individual to whom the data pertains

## **2. Scope**

This policy applies to anyone working on behalf of Outland Opera, including the board of trustees, paid staff, volunteers, production teams, and performers. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **3. Implementation**

### **What do we do with data?**

We only collect contact data from our stakeholders with their explicit permission. You will be asked for permission for us to keep your contact details when adding yourself to subscribers lists or buying tickets. This allows us to contact you with relevant information about our work and ensure that you are able to attend our events. We do not use data for any other purpose and do not keep payment information.

### **How do we store data?**

Outland Opera is committed to securing your data and keeping it confidential. We use Stripe for online payments and keep contact details on Mailchimp. We use two-factor authentication on all our accounts. This helps us to prevent data theft, unauthorized access, and disclosure by implementing the latest technologies and software, which help us safeguard all the information we collect online.

### **Cookies**

Outland Opera hosts its site via Squarespace, which uses some cookies for analytics, which helps us to see how many people are viewing the website and what browsers they are using. We do not collect any other data without your express permission.

### **Other websites**

Our website may contain links that lead to other websites. If you click on these links, Outland Opera is not held responsible for your data and privacy protection. Visiting those websites is not governed by this privacy policy agreement. Make sure to read the privacy policy documentation of the website you go to from our website.

### **Restricting use of data**

At some point, you might wish to restrict the use and collection of your personal data. You can achieve this by doing the following:

- When you are filling the forms on the website, make sure to check if there is a box which you can leave unchecked, if you don't want to disclose your personal information.
- If you have already agreed to share your information with us, feel free to contact us via email and we will be more than happy to change this for you.

You are also legally entitled to request access to the data that we hold on file for you. If you would like to access this data, Outland Opera has three weeks to give it to you.

### **Third parties**

Outland Opera will not lease, sell or distribute your personal information to any third parties, unless we have your permission. We might do so if the law forces us. Your personal information will be used when we need to send you promotional materials if you agree to this privacy policy.

Please see the Outland Opera Safeguarding Policy for additional information.

<i>Policy Owner:</i>	Outland Opera Trustees
<i>Policy approved by:</i>	Outland Opera Trustees
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