



The Theatrical Guild

Charity Number 206669

Website Privacy Policy

At The Theatrical Guild we are committed to ensuring and protecting your privacy at any time you are on our website or communicate electronically with our personnel. Our Privacy & Cookies Policy is contained below and provides a detailed explanation as to how we may use your personal information provided to us, or any we collect through legal means.

1. Information We Collect from You. Data can be collected and processed when our website is in operation by you. This may include your name, address, email address and telephone number, and other details. The following are the methods of collection we use:

- 1.1 If you register for information or apply for a grant, we collect the information you provide.
- 1.2 Traffic data, weblogs, location data & any other communication may be collected. These details come from your visit to our site or any resource tools you use while on the site
- 1.3 Any communication via our website or directly to TTG personnel allows us to collect information.

2. How we use Cookies. A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. Further information about cookies can be obtained from www.AboutCookies.org. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website. TTG does not use Cookies to store information such as credit card numbers, telephone numbers, or other information you provide.

3. Use of Your Information. The information we collect from you allows us to improve our services or products for you. We may also use your information for the following purposes ;

- 3.1 We use the information you provide about yourself to communicate with you and administer any orders for services or products you submit.

3.2 We may also use your information to send you details of our services or products that may be of interest to you, unless you notify us that you do not wish to receive this information.

3.3 We may also pass your information onto selected third parties to enable them to send you information which may be of interest to you, but only if you have given us permission to do so. You can tell us to stop this at any time.

3.4 We will always provide you with an opportunity to decline communications with us or third party

3.5 We may provide statistical related data about our website visitors to third parties like advertisers, but this will be anonymised to ensure your privacy.

3.6 We will not disclose any of your personal information without your permission, unless we are required by Law to do so (for example, if required to do so by a Court Order or for the purposes of prevention of fraud or other crime).

4. Storing Your Personal Data

4.1 We take all reasonable processes to ensure your data is secure.

4.2 Secured servers are used to ensure proper data storage. Information on transactions is kept encrypted for safety measures.

4.3 When credit/debit card information is transmitted, we use industry standard, SSL (secure socket layer) encryption.

4.4 Transmission of data on the internet can never be ultimately secure. We do not and cannot guarantee security of information collected electronically or transmitted ; however, we take all necessary steps to provide the best security available. As a result of our inability to guarantee safety, you are submitting information to us at your own risk. Where needed a password may be necessary to access areas of our site. You are responsible for the safety and confidentiality of the password you generate.

5. **Third Party Links.** The Site may include links to other web sites or material which are beyond our control. We will not be responsible for content on any site outside TTG's website. You should check the privacy and cookies policies of any third party site before using it.

6. **Access to your Information** The Data Protection Act 1998 and General Data Protection Regulation gives you certain rights to access to any data we have about you. Our contact information is given below, which should be used to gain details about information we hold on you.

7. **Changes to our Privacy & Cookies Policy.** This may change from time to time and the amended version will be published on the Site.

8. **Contacting Us.** Any queries, please contact us at admin@ttg.org.uk or write to us at The Theatrical Guild, West Suite, Floor 2, 11 Garrick Street, London, WC2E 9AR, UK.

Version Control

Date	Action	Next review
1 st March 2025	Policy Reviewed & Approved by the TTG Board of Trustees	February 2027 (2yrs) or earlier if required