

Savoy Theatre Privacy Policy GDPR

This document sets out a policy of protection and safe storage of data relating to the Savoy Theatre (Tonyrefail). It will show that data stored for the use of the business holds little or no value to third party organisations.

1. Data stored on paper:-

The Savoy Theatre stores certain information on paper. This includes telephone numbers, addresses and names. This information is used to keep track of tickets sold for any specific performance. Once the performance has passed, this information is destroyed by shredder or incineration.

The Savoy Theatre stores data related to the members of the Savoy Players Theatre group. This is an in-house drama group for youngsters aged between 7 and 18. The data held are names, addresses, telephone numbers, medical information and sizes (for costume measurements). The information stored is destroyed if any member leaves the group.

Staff records and personal data kept on paper is data that has been freely given by the staff member and only includes information that they wish to submit.

(a): The Savoy Theatre does not store bank details or other sensitive information on paper records.

(b): All paper records are securely stored and only accessible by permitted persons.

2. Data stored on an electronic devices:-

The Savoy Theatre does not use any electronic device to store sensitive data other than that concerned with the business itself. No third party data is stored on any electronic device located at the Savoy premises.

3. Debit card terminal:-

The Savoy Theatre does take payments via a card reader terminal. All sales staff are trained on the use of the terminal and are familiar with the data protection policies connected with the use of the service.

Card payments cannot be made via the internet and therefore card data and information is not stored in any form.

The card terminal supplier demands a compliance policy on a yearly basis; this is duly updated and submitted to them as requested.

4. Box Office Mailing list:-

The Savoy Theatre has a voluntary mailing list for customers who wish to be automatically informed (by email) of up and coming events at the theatre.

The email addresses are stored on a secure remote server and will be used for the sole purpose of informing customers of events, these email addresses will never be sold or passed on to any third party, business or individual.

In conclusion, the Savoy Theatre will store as little data as possible; it will not store or pass on customer financial details or sensitive information to any other business or individual.

Reviewed date: **13th October 2018**