

Mr. Stephen Howard Boyes T/A

# MANACTCO

## GDPR PRIVACY NOTICE/ COMPLIANCE STATEMENT

MANACTCO is committed to protecting and respecting your privacy.

This policy has been updated to bring us in line with the new GDPR regulations. GDPR stands for the General Data Protection Regulation, which came into effect in the EU on 25 May 2018. This new legislation is all about giving you greater security, transparency, and control of your personal data.

This policy sets out the basis on which any data we collect from you through contact with you, or that you provide to us, will be processed by us. Please read the following information carefully to understand our views and practices regarding your data and how we will treat it.

MANACTCO is a theatre company. We present theatrical projects exclusively to primary schools, secondary schools, and colleges. We are Manchester based, and operate solely in an area of (roughly) a 60 mile radius of our base.

We are booked by a representative of the school for our company of actors to visit the school premises and present any one of a number of different theatre projects we have on offer at any one time: each represents a working guide to an established English Literature text which appears on the school curriculum.

For the purpose of the new GDPR regulations 2018, MANACTCO is the data controller of the information collected, which means that we determine the purposes for which, and the manner in which, any data we collect is processed. Both the purpose and manner of collecting data is described in this document.

Stephen Boyes is the Proprietor of MANACTCO and is the **designated data controller**. The data controller can be contacted on 0161 2278702, or via Email at: [data.protection@manactco.org.uk](mailto:data.protection@manactco.org.uk)

Stephen Boyes is also the **designated data protection officer**. This role is to oversee and monitor MANACTCO's data protection procedures, and to ensure they are consistently compliant with the GDPR.

The data protection officer can be contacted on 0161 2278702, Or via Email at: [data.protection@manactco.org.uk](mailto:data.protection@manactco.org.uk)

Initial contact with schools is exclusively made by post. We post out to all relevant schools in our area a brochure detailing our projects for the following academic year. Schools are then invited to contact us by telephone or Email for further information about our presentations, or to book a visit from us. We do not attempt to make this initial contact through telephone, Email, or through our website.

We only maintain data records of schools with whom we have a trading history within the past 3 Academic years.

### **Why do we collect and use your information?**

The data we do collect and store is exclusively that of those schools with whom we have had a trading history within the previous 3 academic years. MANACTCO holds the tacit legal right to collect certain basic data from schools who have contacted us; established a trading link with us; and have booked us to visit them within the previous 3 academic years. We only collect and store enough data to be able to complete the service for which we have been booked.

## **Which data is collected and stored?**

MANACTCO may collect personal information which we receive when:

- you use our services
- you contact us
- you undertake work for us

We may collect the following types of information (including but not limited to):

- the school's name, address, email address, telephone number(s) and other contact details of the person making the booking with us
- information required to provide the school with a service, and details of our services that the school has previously used
- if you apply to work for us we may collect data pertinent to your contract, including your payment information such as bank account details, driving licence details, National Insurance Number, and other such information required to meet our legal and regulatory obligations to manage your employment contract with us, and to enable us to pay for services that you may provide to us

## **Uses of Information**

We use information held about you in the following ways:

- To ensure that content from us is presented in the most effective manner for your school.
- To provide you by post, telephone or email with information or services that you request from us or which we feel may interest you.
- To carry out our obligations arising from any contracts entered into between you and us.
- To notify you by post, telephone or email about changes to our service.
- To carry out or process any instructions given by you to us.
- We may also use your data to provide you with information about productions or offers which may be of interest to you and we may contact you about these by post, telephone or email.

If you do not want us to use your data in this way, please inform us by email via [data.protection@manactco.org.uk](mailto:data.protection@manactco.org.uk)

## **Disclosure of your information to third parties**

Access to your personal information is only allowed when required by law. We do not, and will never, divulge, sell or share your personal information with third parties. The only exception to this is:

- If we are under a duty to disclose or share your data in order to comply with any legal obligation, or in order to enforce or apply our terms of use or terms and conditions and other agreements; or to protect the rights, property, or safety of our customers.
- This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## Security of Data

MANACTCO is committed to keeping schools', performers' and suppliers' personal information secure to protect it from being inappropriately or accidentally accessed, used, shared or destroyed, and against it being lost.

All data is stored in line with **MANACTCO's GDPR Data Protection Policy**.

Data is retained by us as follows:

- for schools for whom we have a trading history within the past 3 Academic years, data is stored for a maximum of 4 years, except where we need to store data longer to meet our legal and regulatory obligations.
- for performers, data is stored for the duration of their contract with us, except where we need to store data longer to meet our legal and regulatory obligations.
- for suppliers, data is stored for the duration of our contract with them, except where we need to store data longer to meet our legal and regulatory obligations.

We have documented retention periods and deletion plans in place. We also undertake secure shredding of paper documentation. We will do our best to protect your data once we have received your information. We use strict procedures and security features to try to prevent unauthorised access by outside parties. Unfortunately, the transmission of information via the internet is not always completely secure and therefore transmission is at your own risk.

## Access to personal information

To make a request to MANACTCO for any personal information we may hold, we need you to contact us by email via [data.protection@manactco.org.uk](mailto:data.protection@manactco.org.uk)

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## Website and Cookie Policy

MANACTCO operates a website at [www.manactco.org.uk](http://www.manactco.org.uk)

The website does not allow any third party to post information onto its pages: it is merely a shop window for anyone searching for our services, showing our contact details, and future touring plans. There is no data stored on the website pertaining to schools.

When you visit our website, the website puts small files (known as 'cookies') onto your computer to collect information about how you browse the site. MANACTCO does not use cookies to collect personally identifiable information about you. We do not use cookies to access data from your hard drive, to determine your Email address, or to view data in cookies created by other websites. Cookies only store information that a web server places in them. They cannot look at other cookies on your hard drive nor can they look at any other information on your computer. We do not use cookies to harvest information from your computer.

When you visit our website we collect standard internet log information and details of visitor behaviour patterns. This helps us to identify the number of visitors to various parts of the site. We collect this information in a way which does not identify anyone. We do not attempt to find out the identities of visitors to our websites. We will not associate any data gathered from this site with any personally identifying information from any source. If you wish to restrict or block cookies which are set as a result of visiting this website, or indeed any other website, you can do this with your browser settings. The Help menu within your browser will tell you how to do this.