



## **Privacy Policy 25.05.18**

**In Motion Theatre Company** of 6–8 Daisy Street, Glasgow, G42 8JL will be clear when we collect your data and will not do anything you wouldn't reasonably expect.

Developing a better understanding of our customers and supporters through their personal data allows us make better decisions about programming, fundraise more efficiently and, create more opportunities and support the artistic development of creatives in the theatre sector in Scotland.

### **WHAT WILL WE DO WITH YOUR INFORMATION?**

- Keep a record of your relationship with us.
- Ensure we know how you prefer to be contacted.
- Understand how we can improve our services, products or information.
- Tell you about our creative development opportunities and upcoming productions we think will be of interest to you.

### **KEEPING YOUR INFORMATION SAFE**

We take every precaution to protect your information. To this end, all personally identifiable information stored by us is kept on a server in a secure environment. Only employees and approved data processors we may appoint from time to time and who need the information to perform a specific job are granted access to personally identifiable information.

### **REQUESTING THE INFORMATION WE HOLD**

If you want to see what information we hold please contact [info@inmotiontc.co.uk](mailto:info@inmotiontc.co.uk)

If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

### **External Links and Social Media**

This policy does not cover external links to other websites that are shown on In Motion Theatre Company's website. Dependent also on your security settings on social media you might give us permission to access information from these accounts or services.

**[info@inmotiontc.co.uk](mailto:info@inmotiontc.co.uk) | [www.inmotiontc.co.uk](http://www.inmotiontc.co.uk)**

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