

Data Protection Notice

Who we are:

Knights Theatre is a theatre company based in Scotland which engages communities with social issues by exploring social history. We aim to empower communities through a shared exploration of the past, and inspire them to change the world. www.knightstheatre.co.uk

Why do we need your personal information and what do we do with it?

Respondents can choose to provide their name and contact details to be contacted about future events, invite you to participate in surveys and projects. Your contact details will not be linked with your response in any reports.

Legal basis for using your information:

We will only retain the personal data of those who have explicitly given us their consent to do so. Your contact details will not be shared with any third party.

Who do we share your information with?

Your personal information will only be used by project staff to contact you regarding company events and activities.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Your contact details will be destroyed when no longer required for the purpose they were given.

Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you, where:

you think that we no longer need to hold the information for the purposes for which it was originally obtained,

you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below, or

our use of your personal information is contrary to law or our other legal obligations.

- **Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant

personal information with your consent, for legal claims or where there are other public interest grounds to do so. Please contact us as stated above if you wish to exercise any of these rights.

Complaints: We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>.