

# **Our Online Privacy - GDPR - Website – Make it Write Productions CIC**

## **About You**

This Privacy Notice relates to the personal data you give over this website and other data we collect. We are the data controller named in the Contact Us section. We also trade as Make it Write Productions CIC. We share some or all of your personal data with other businesses if we are working on a project together, such as organisations that fund us and other training professionals. We may also use the information in press releases if you are part of a production. If you do not agree to this Privacy Policy, please do not provide us with your information. We reserve the right to change the Privacy Policy from time to time at our absolute discretion. If you have any questions relating to this Privacy Policy or relating to the transfer of your personal data, please contact us at the address below.

## **What Personal Data We Collect**

We collect the personal information you provide when you register with us in any way to use any of our online or other services. If you give us or we hold your personal information, this indicates that you consent to our using it, and we will treat it in accordance with this policy. We respect your privacy and the choices you make about how you want us to contact you.

Personally Identifying Information - We collect personal contact information such as your name, address, contact details including your e-mail address, mobile number and other provided contact details. We also collect personal data from other sources including :-

- any forms you fill in at any time,
- over the telephone;
- competition entries; and
- other companies and businesses which have your permission to share your personal data with us and others from time to time
- We may also keep samples of your work and photographs and videos as part of a production or workshop. This will only be carried out if you sign a permission slip.

We retain your emails as part of our records and may use the information for the purposes set out in this Privacy Notice.

## **Cookie Generated Information**

We do not yet use cookies on our website

Our websites may provide links to third party websites. Since we do not control those websites, you are responsible for reviewing and abiding by the privacy policies of those third party sites.

## **Special Category (Sensitive) Personal Data**

We collect the following sensitive personal data:

- your sexual orientation or heritage. We sometimes need this information so we can ascertain if we are reaching the diverse customer platform we wish to reach. We may also have to provide this information to funding organisations.

If you are unable to give your consent we will not be able to take steps to insure we are reaching the right people.

## **How We Use Your Personal Data**

We store your personal data and use it for the purposes set out below and as notified to you from time to time.

We also use your personal data for these purposes:

- to tell you of any changes to our terms and conditions or of our Privacy practices. If you continue to deal with us we will treat that as acceptance of our new Privacy terms. You may object to us by notice in writing to the Contact address.

We may also need to provide it to other firms who provide us with services (such as an IT management firm) to keep our systems running and other services we need. We will take our normal commercial measures to keep your data safe. We will ensure that these parties only process your personal data in accordance with our express instructions.

We use your personal information to manage and to provide the services ordered and collect payments.

We use your images to market our courses or our productions with your permission

## **Online Services**

We will only collect your data if you enter a completion, submit some work or ask a question online. This information will only be used in relation to the competition entry or submission or to answer your question. We may use it to book you onto a course when requested.

We do not do any searches using your data.

## **Marketing**

Where you have given consent we will send you our marketing and promotional materials for services, surveys, competitions, events and other activities we think useful to you.

Where permitted we may market you with the services of carefully selected third parties.

for internal business purposes including aggregating information, cross matching and pooling data for effective data management, to understand your needs, improve security, devising, deploying and measuring marketing campaigns and other similar and reasonable business purposes

You can withdraw your consent to any marketing at any time by writing to us at the address in the Contact Us section

## **General**

We will also use it for internal business purposes including effective data management, to understand your needs, improving security of data, for statistical analysis, devising, deploying and measuring marketing campaigns and for such and other reasonable business purposes and operational efficiency improvement.

## **Who We Share With**

Occasionally, we may be required by law enforcement, government contract administrators, and/or judicial authorities to provide personally identifiable information to the appropriate governmental or regulatory authorities under applicable law or regulation. We will disclose personally identifiable information upon receipt of a court order, subpoena, or if required to co-operate with law enforcement investigations. We reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful to the extent permitted by law

We may disclose your Personal Data acting reasonably if we believe such action is necessary, for example, to protect and defend our rights or property, or to protect the interests of our customers. We may disclose your Personal Data acting reasonably if we believe such action is necessary, for example, to protect and defend our rights or property, our Group, or to protect the interests of our customers.

Without limiting the above, we may disclose your Personal Data acting reasonably in the following circumstances: (a) to any debt collection agency, credit or fraud monitoring scheme, security agency, or provider of any information relating to you including your personal financial information and details of how you have performed in meeting any obligations you have to us; (b) to any party we have a commercial relationship for the purpose of accounting and auditing; (c) any disclosure as may be required to engage with our professional advisers including, but not limited to, bankers, lawyers, accountants and other consultants; (d) any disclosure within our Data Protection Act notification registered with the Information Commissioner Office; and (e) any disclosure as permitted under current UK data protection law.

## **Keeping Your Data**

We keep your personal data for the period we have a relationship and may keep it for up to 7 years after that in order to comply with record keeping needs and other legal reasons. We will review our retention of your personal data in line with legal circumstances.

We may retain some personal data for historical research or statistical analysis purposes and where relevant reduce it to anonymous form.

We use your personal data for the research purposes notified to you and may retain your data and the results beyond the normal retention period. Once we have no further use for your personal data in this research we will destroy it in accordance with our usual policies for that type of data.

We have put in place procedures and other security appropriate to protect the personal information you share with us. We destroy it using secure or certified methods of destruction when no longer needed.

## **Sending Data Abroad**

### **Your Rights and Choices**

If you have any questions relating to this Privacy Policy or relating to the transfer of your personal data, please contact us.

You may ask to have the information on your account deleted or removed; however, because we keep track of certain transaction information, such as past services, and other similar information, for legal compliance purposes (including company bookkeeping) we may not be able to delete certain information. If information we hold appears to be inaccurate we will block its use until the position is verified to our satisfaction.

You can correct your personally identifiable information yourself by contacting us with a request for your change. We will change it if you can prove to our satisfaction that our information is incorrect or inaccurate.

You have a right to access your personal data by contacting us as shown below. We may charge you our reasonable costs if your demands are excessive in terms of extent or frequency or are unreasonable in all the circumstances.

## **Contacting Us**

You can contact us in the following ways:

- by email to [Sharoncolpman@makeitwrite.org.uk](mailto:Sharoncolpman@makeitwrite.org.uk)

- in writing to 18 Warren Lane, Chester. CH2 1EY for the attention of the Data Protection Officer