

# Catchlights Performing Arts Club Privacy Policy

## 1. Introduction

Welcome to the Catchlights Performing Arts Club Privacy Policy. This policy outlines how we collect, use, disclose, and protect your personal information when you interact with our Club. Your privacy is important to us, and we are committed to safeguarding the personal information you provide to us.

## 2. Information We Collect

### 2.1 Personal Information

We may collect personal information from you when you register as a member, participate in Club activities, make enquiries, or interact with us in any way. This information may include your name, contact details, date of birth, emergency contact information, and any other information you provide voluntarily.

### 2.2 Non-Personal Information

We may also collect non-personal information automatically when you visit our website or interact with our online platforms. This information may include your IP address, browser type, device type, and browsing patterns.

## 3. How We Use Your Information

We may use the information we collect for the following purposes:

- To provide Club services and activities to you.
- To communicate with you about Club events, news, and updates.
- To process payments and registrations.
- To respond to enquiries and provide customer support.
- To improve our Club services and offerings.
- To comply with legal obligations.

## **4. Disclosure of Information**

We may disclose your personal information to third parties in the following circumstances:

- With your consent.
- To our trusted service providers who assist us in operating our Club and providing services to you.
- To comply with legal obligations or regulatory requirements.
- To protect the rights, property, or safety of our Club, members, or others.

## **5. Data Security**

We are committed to ensuring the security of your personal information. We implement appropriate technical and organisational measures to protect against unauthorised access, disclosure, alteration, or destruction of your information.

## **6. Your Rights**

You have the right to:

- Access and review the personal information we hold about you.
- Request corrections to any inaccuracies in your personal information.
- Request the deletion of your personal information, subject to legal requirements.
- Object to the processing of your personal information for certain purposes.

## **7. Children's Privacy**

We do not knowingly collect personal information from children under the age of 13 without parental consent. If you believe that we have inadvertently collected personal information from a child under 13, please contact us immediately so that we can take appropriate action.

## 8. Relevant Legislation

Our data processing practices are governed by the following UK legislation:

- **Data Protection Act 2018:** We adhere to the principles and requirements set out in the Data Protection Act 2018, which regulates the processing of personal data in the UK.
- **General Data Protection Regulation (GDPR):** We comply with the GDPR, which governs the protection of personal data of individuals within the European Union (EU) and the European Economic Area (EEA), including the lawful processing and transfer of personal data.

## 9. Changes to this Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. Any updates will be posted on our website, and we encourage you to review this Policy periodically.

## 10. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or our practices regarding your personal information, please contact us at:

privacy@catchlights.co.uk

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This privacy policy is intended to inform you about how we collect, use, disclose, and protect your personal information when you interact with Catchlights Performing Arts Club. If you have any questions or concerns about our privacy practices, please don't hesitate to reach out to us.