

## Privacy Policy

### **Why I collect your personal data and what I do with it**

I take your privacy seriously and will only use your personal information (name and email address) for one or more of the following reasons:

- To join our mailing list.
- To share your feedback. (Please note that any feedback will only be shared anonymously, with no personal details associated with it.)
- For press or booking enquiries.
- To order a published playtext.

### **Why do I need to collect your personal data?**

When you supply your personal details to me, they are stored and processed for four reasons (the words in bold are the relevant terms used in the Data protection Act 2018, which includes the General Data Protection Regulation – i.e. the law):

1. I need to collect the information in order to provide you with the best possible information and/or services that you have asked for. Your contacting me and requesting information or services constitutes a **contract**.
2. I have a “**Legitimate Interest**” in collecting that information, because without it I couldn’t provide you with the information or services you have asked for.
3. I also need to be able to contact you to provide you with the requested information or services, or to update you on related matters. This again constitutes “**Legitimate Interest**”, but this time it is your legitimate interest.
4. Provided I have your **consent**, I may occasionally send you general information in the form of marketing materials. You may withdraw this consent at any time – just let me know by any convenient method.

Your records are only stored:

- On my office computer in the case of correspondence, etc. These are password-protected, backed up regularly and the office is locked outside of working hours.

I will never share your data with anyone else without your written permission.

You have the right to see what personal data I hold that relates to you, and you can ask me to correct any factual errors. You can also ask me to erase your records at any time, though such a request must be in writing.

I want you to be confident that I am treating your personal data responsibly.

If you feel that I am mishandling your personal data in some way, you have the right to complain. Complaints need to be sent to what is referred to as the “**Data Controller**”. Here are the details you need for that:

Data Controller (Ben SantaMaria, 6 Barnfield, Epping, CM16 6RL)

If you are not satisfied with the response, you have the right to raise the matter with the Information Commissioner’s Office.