

Privacy Policy	Last reviewed: September 2021
The purpose of this policy is to give you a clear explanation about how we collect and use the information we collect from you directly and from third parties.	Managed by: Artistic Director

PURPOSE OF PRIVACY POLICY

We are committed to protecting your personal information and being transparent about what information we hold about you.

Using personal information allows us to develop a better understanding of the artists and freelancers we would work with, and our patrons, and in turn to provide you with relevant and timely information about the work that we do – both on and off stage. It also helps us to engage with potential donors and supporters and to report back to our funders.

The purpose of this policy is to give you a clear explanation about how we collect and use the information we collect from you directly and from third parties.

We use your information in accordance with all applicable laws concerning the protection of personal information. This policy explains:

- What information we may collect about you
- How we may use that information
- In what situations we may disclose your details to third parties
- Our use of cookies
- Information about how we keep your personal information secure, and
- your rights to be able to access it

We may change portions of this privacy notice from time to time, so be sure to check it on a regular basis. If we make a change that significantly affects your rights or, to the extent we are permitted to do so, significantly changes how we use your personal information, we will notify you by way of a prominent posting on our websites and/or e-mail and/or by post within a reasonable period prior to the change becoming effective.

If you have any queries about this policy, please contact us using the details in the 'Who we are' section.

WHO WE ARE

Bijli Productions is a company focused on creating work that encourages diversity across cultures and art forms for Scottish and UK communities, and beyond. We receive funding from various trusts, foundations and individual donors and supporters. We are a not-for-profit company registered as a company limited by guarantee and registered in Scotland under registration number SC650180.

We are the data controller for the personal information you share with us and we otherwise collect in respect of you. We operate in accordance with current data protection legislation.

Contact details for Bijli Productions: mariam@bijliproductions.com

If you would like to speak to someone about your personal information and its use, please contact our data protection lead contact mariam@bijliproductions.com

INFORMATION COLLECTION

We collect various types of personal information and in a number of ways.

WHY WE NEED YOUR INFORMATION

We need your personal information to allow us to offer our services to you. We will only collect the minimum amount of information necessary to provide a service to you or comply with our legal responsibilities.

ABOUT YOUR INTERACTIONS WITH US

When you interact with us, whether by phone, e-mail or via other means, for example to request information or make a complaint, we collect information relating to those communications. We use this information to answer any issues or concerns and to provide you with the products, information and services you request from us.

When you access our social media channels, Twitter or Facebook, we only receive personal information that you share with us voluntarily and that is compatible with your privacy settings. To find out more about how these social media companies process your personal information, we recommend that you read their privacy policies.

Information from third parties

We occasionally receive information about you from third parties. For example, we may use third party research companies to provide general information about you, compiled using publicly available data. We may also receive information about you from theatres where you have booked a Bijli Productions show. This is for research and reporting purposes only unless you have given consent to receive communication from us.

Special Categories of personal data

Data Protection law recognises that certain categories of personal information are more sensitive such as health information, race, religious beliefs and political opinions. We do not usually collect this type of information about our patrons unless there is a clear reason for doing so. As an example, we sometimes collect health information about participants in our programme of classes and courses.

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site.

We do not store personal information such as name or address which can identify the user of this website within the cookies that we use.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Your rights

The Data Protection Act 1998 affords a Data Subject certain rights and these are listed below for your convenience:

- You have the right to have a copy of the information which we hold on you.
- You have a right to object to processing that is likely to cause or is causing you damage or distress.
- You have a right to change how you would like to be contacted.
- You have a right to prevent processing for direct marketing. We confirm we do not engage in direct marketing.
- You have a right to object to decisions being taken by automated means. We confirm we make no decisions on you using an automated process.
- You have a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed.
- You have a right to claim compensation for damages caused by a breach of the Act.
- You have given us permission to process your information, but you can withdraw your consent at any time. If your consent changes, you must inform the Data Protection Officer who will make the necessary amendments and withdrawals.

Complaint

If you are unhappy with how we have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner.

Information Commissioner's Office: 0303 123 1113 (local rate)