

# Ludwig Theatre Arts

## Privacy Policy

### **1 | Statement of intent**

Ludwig Theatre Arts is committed to safeguarding your privacy, including online. This statement sets out how, and why, we use personal information, (or “data”), we collect about you, including through our academy website [www.tagmin.co.uk](http://www.tagmin.co.uk). Please do read it carefully to understand how your personal information will be treated.

### **2 | Personal Information – data**

Your personal information is also known as data, and is protected by the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

Any data you provide about yourself, and any information which identifies you, such as your name, address, telephone number will only be retained by us if you tell us that we can do so.

Of course, you might choose not to, although this means that we may not be able to provide you with the full range of our services (for example, letting you know of any class updates, productions or last minute problems).

You can update and amend your personal details at any time by signing into Tagmin using your personal login, and then accessing your account details. Or you can call or visit the academy during opening hours, and we’ll do this for you.

### **3 | What we use your data for**

If you’ve given us permission, we hold your data on our Tagmin system and use it for operational purposes, such as processing classes. We can also send you information about forthcoming productions/workshops/classes via electronic mail and direct mail. At any time, you have the right to change the uses you permit us to make.

From time to time we might ask you for additional information, for the same purposes or to update our records. You never have to agree to this; and we will always tell you why we need this information.

### **4 | Sharing your data**

We will never share your data without your permission.

You can withdraw your permission at any time.

### **5 | Automated data collection**

When you visit our website, it automatically captures your internet protocol (“IP”), address, in order to keep track of what you’re requesting. It won’t have any of your personal information until you tell it, though.

We will also use Google analytics. These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

### **6 | Security**

We take every precaution to protect your data, and we’ve developed and adopted technologies, practices and policies to safeguard you and your data.

## **7 | Disclosure**

Except where you've given your informed consent, Ludwig Theatre Arts won't disclose any of your personal information without permission unless we're required to do so, for example if required by a court order, or when requested by the police or another authority investigating illegal activity.

## **8 | Third party sites**

We can't be responsible for the privacy and practices of other companies, even when you've reached them from our website. So we recommend you check this for each new site you visit.

## **9 | Any questions**

If you have questions about this, or wish to request a copy of the data we hold about you, then please contact the Data Protection Officer, Jack Ludwig, [admin@ludwigtheatrearts.com](mailto:admin@ludwigtheatrearts.com)

This updated [User Privacy Notice](#) is reflecting changes we've made to strengthen your privacy rights. This is part of our ongoing commitment to be transparent about how we use your data and keep it safe. We have included changes to address the new standards introduced by the European data protection law known as the General Data Protection Regulation (GDPR). Keeping your data safe and increasing transparency are important to us, and we're committed to these changes. The new GDPR law goes into effect on 25 May 2018 users around the world will benefit from the added privacy protections this law affords.