Bishopston Amateur Theatrical Society (BATS) Privacy Policy

1. Overview

BATS (Bishopston Amateur Theatrical Society) is committed to protecting your personal data and respecting your privacy. This Privacy Notice outlines how we collect, use, store, and protect your information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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2. Lawful Basis for Processing

We process your personal data on the lawful bases of:

- **Consent** – you have provided clear permission for us to process your data.
- **Legitimate interest** – to keep you informed about BATS activities and performances, where there is no undue impact on your rights.

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3. What Personal Data Do We Collect?

We may collect and store the following:

- Name
- Postal address
- Telephone number
- Email address

This data is collected through:

- Our booking system (Humanitix)
- Front-of-house interactions
- Email and written correspondence
- Membership or patron sign-up forms

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4. How We Use Your Data

We use your information to:

- Inform you of BATS performances and events (Marketing)
- Maintain an up-to-date membership and supporter database
- Process seat bookings
- Comply with legal obligations

We do **not** use your data for automated decision-making or profiling.

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5. Data Sharing and Third Parties

We **do not share** your personal information with third parties for marketing or any other purpose. Your data is only accessed by designated BATS officials (e.g.the Secretary and Booking Secretary) on a strict need-to-know basis.

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6. Data Storage and Security

- Your data is stored in a secure, password-protected electronic database.
- Hard copy forms are securely transferred to the Secretary and then destroyed.
- We implement appropriate physical, technical, and organisational security measures to protect your data.

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7. Retention and Deletion

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected. You may request deletion or correction of your information at any time. Deletion requests will be actioned promptly.

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8. Your Rights

Under the UK GDPR, you have the right to:

- Access the data we hold about you
- Rectify incorrect or outdated information
- Request deletion of your personal data
- Object to or restrict processing
- Withdraw your consent at any time
- Lodge a complaint with the Information Commissioner's Office (ICO)

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9. Contacting Us

To exercise any of your rights or raise concerns, contact the BATS Secretary at:

heatherbishopston@gmail.com
Ms Heather Cooper BATS Secretary

43b, Southgate Road,
Southgate, Swansea. SA3 2DA

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10. Communications and Marketing

We send promotional emails only to individuals who have opted in. Each email contains an option to **unsubscribe**.

Audience members may also update their preferences by email, telephone or in-person at performances.

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11. Website and Cookies

Our website (www.batsgower.co.uk) does not collect personal data. While WordPress may set cookies for functionality, BATS does not access, collect, or store this data.

We monitor anonymous usage statistics (e.g., time spent on pages, location by region) but no identifying personal information is collected.

Photos of productions do not contain audience members and remain on the website.

Audience reviews are welcomed and will only be published on the website with the prior permission of the author.

Links to other websites

This privacy policy does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

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12. Social Media and Email

- Social media messages are stored for up to 3 months by our provider and not shared externally.
- Emails sent to us are handled confidentially and securely. Data provided via email is used only for the stated purpose and deleted within one month unless legally required to retain it.

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13. Changes to This Privacy Notice

We may update this notice occasionally to reflect changes in legal requirements or our practices. The most recent version will always be available on our website or on request.

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14. Complaints or queries

BATS take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy policy was drafted with brevity and clarity in mind whilst being as compressive as possible. We are happy to provide any additional information or explanation needed. Any requests for this should be sent to

Policy created 1st June 2018. Updated 29th January 2023, and June 2025