

# THEATRE GULEÒR THEATRE GALORE

## Privacy Policy

Theatre Gu Leòr values your privacy and we never sell or distribute your personal information. From time to time we do gather information from our audiences and visitors to our website for various purposes and this policy sets out what information we hold, how we keep it safe and how we use it.

### Mailing list

If you choose to sign up to our mailing list – either online or at a performance or event – we will record your name and email address in order to send you updates about our work or other information we think is of interest to our audiences. We do not sell, trade or share email lists with other organisations. You may remove yourself from our mailing list at any point either by clicking the unsubscribe link at the bottom of any of our emails, or by emailing us at [info@theatreguleor.com](mailto:info@theatreguleor.com). Every email will have an unsubscribe link and you are welcome to unsubscribe whenever you want. We use a third-party, MailChimp, to deliver our newsletter. You can read their privacy policy [here](#).

### Website cookies

Our website uses cookies to distinguish you from other visitors and personalise your experience. As our website host, Squarespace manages the cookies that our site uses. You can read their cookie policy [here](#).

### Google Analytics

Our website uses Google Analytics to track the visits to our website and give us aggregated data relating to visitors' behaviour patterns. This data helps us analyse what parts of the website are most read and where we could make improvements. None of this data is linked to a specific IP address or can be linked to you.

## **Donations**

If you make a donation through our website, this will be processed by PayPal. We receive your name, address and contact details. We do not have access to any of your payment details. PayPal's privacy policy can be viewed [here](#).

## **Ticketing data**

We occasionally use external sites such as Eventbrite or WeGotTickets to process the ticketing for our events and performances. We receive your name and email address but not any of your payment details. These are governed by the privacy policies of the respective ticketing websites. We will only use your email address to contact you if you have given your consent.

## **Online purchases**

Any purchases you make through our website are processed through SquareSpace. We receive your name, address and contact details, which we use to complete your order or get in touch if there are any issues. We do not have access to any of your payment details.

## **Third parties**

Occasionally we share anonymised data with our partners and other organisations. For example, we provide Creative Scotland with details about our audience demographics, ticket sales and engagement, which we gather online or at our events and performances. This helps them analyse how we are performing and the impact of the public funding we receive. None of this data can be linked to you.

Any venues we work with will be aware of bookings and contact details that are shared with us. However, they are not permitted to contact you unless you have requested to be added to their mailing lists specifically. We will never pass on sensitive information or payment details.

## **Security**

We are committed to ensuring the data we hold is kept secure. All the data we hold is safeguarded by suitable physical, electronic and managerial systems.

## **Access to your personal information**

You have the right to view personal data we hold about you and have it amended or deleted. Please email your request to [info@theatreguleor.com](mailto:info@theatreguleor.com).

**Changes to this policy**

We will review this policy at least once per year and make updates if necessary to reflect the company's practice and to be in line with current legislation.