

# DEBUT

## **Privacy Policy**

We understand that privacy and the security of your personal information is extremely important. Because of that, this Privacy Policy for online engagers, audiences at our events and participants in our learning events sets out what we do with your information and what we do to keep it secure. It also explains where and how we collect your personal information, as well as your rights over any personal information we hold about you.

## **What information is being collected and how?**

We collect your personal data through opt-in forms on our website ([www.debut.org.uk](http://www.debut.org.uk)) or from event partners with whom you share your data (Squarespace, Design My Night, and our event venues).

We also collect data through correspondence such by phone, email, social media or otherwise. Personal details you knowingly provide us may include name, address, telephone number, company details and role (if applicable) and email address.

'Personal information' you provide us with is defined as 'name, address, company details, telephone number and email addresses'. We may also collect essential details relating to your participation in a learning event, such as voice type or previous experience, and this information will only be used for the purpose originally intended.

All personal information supplied and held on our databases is used solely for the purpose it was originally intended for.

## **How will information be used?**

We will use your data to:

- Sustainably and accurately budget for and plan artistic programming
- Understand attendance and purchase history, allowing us to understand how best to cater for and interact with our audiences
- Keep you informed of DEBUT events and news
- Provide relevant services and benefits to audiences and engagers
- Send marketing materials regarding events, offers, products and services offered by DEBUT

## **Who will it be shared with?**

Access to your data is restricted to staff members at DEBUT whose responsibilities require access to it in order to perform their role.

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We do not share personal data with any third-party organisation without your explicit and informed consent.

## **How long will you store my personal data?**

In accordance with The UK Data Protection Act 2018, we will store this information for as long as the original purpose dictates.

All your personal data can be viewed and/or deleted at your request.

## **Controlling your personal data**

Data is regularly reviewed for quality assurance and GDPR compliance. We provide opt-out options in all our marketing communications.

If you have signed up for email communications, you can unsubscribe at any time by selecting the 'unsubscribe' link in our emails.

You have the right to view the data we hold on you, the right to ask us to stop processing your data, and the right to be forgotten. If you would like to request to view any personal data relating to you that we hold, or would like to update/amend your information, or you would like to be removed from our database completely, please contact us at:

DEBUT  
58 Winston Avenue  
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[team@debut.org.uk](mailto:team@debut.org.uk)

We endeavour to acknowledge your data subject access request within 30 days, and deliver data within 45 days through an encrypted .Zip file transfer.