

**Last Updated:** 18 May 2018

## **PRIVACY POLICY**

Revelation is dedicated to protecting the privacy of those who use our services. We are the data controller for your personal data and will ensure it is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and as of the 25th of May 2018, the EU General Data Protection Regulation (EU 2016/679).

Revelation is a registered charity (number 114495) and a company limited by guarantee ([07760504](#)) registered in England and Wales

### **Who Are We?**

Revelation is a cultural venue located in Ashford Kent. We want to maintain the trust and confidence of our audience, participants and supporters as well as visitors to our website by ensuring you fully understand the way that we use your data.

Our Privacy Policy gives you detailed information on when and why we collect your personal information, how we use it, how we keep it secure and how long we keep it for. It also explains how you can control the data we hold, including how to update your information when it changes.

Any information you provide us with helps us to deliver a more personalised experience and smoother ticket buying process.

### **How do we collect your personal information?**

When you engage with us as an audience member, donor or volunteer, we collect your information. This could be when you purchase a ticket or a membership, make a donation, sign up to our volunteer scheme, sign up to our mailing list, or register on our website. These interactions may occur online, in person or over the phone.

We may also collect information from publicly available sources as part of our fundraising practice. This may include obtaining information from individuals working on our behalf such as our board and from organisations that book fundraising events or have memberships with us for their hospitality packages or corporate workshop events.

### **What types of information do we collect and where from?**

We only collect information that's necessary to carry out our business or to deliver our charitable objectives. The more ways you engage with us as an organisation, the more data we will require in order to provide the necessary services required. There are occasions where you can choose to not provide us with the information we require, but this will then impact the service we are able to provide.

### **Why do we collect your personal information and how do we use it?**

The main way we use your information is to provide the services you've requested. We also use your information to help us better understand our audience's needs and to inform you about Revelation news. We will only contact you electronically about non-contractually related information when we have your consent to do so.

We also collect information in order to better inform our teams about prospective donors, to fulfil our goals as a charity. This is to ensure we are providing appropriate opportunities for people to support our work, should this form of engagement be of interest.

### **Who do we share your information with?**

Revelation will never share, sell, rent or trade your personal information to any third parties for marketing purposes without your prior consent. We will ask for your consent to share personal information with organisations we have worked with that you may have seen in our venue. These requests will be specific to the individual organisation so that your consent decision is informed.

We use a number of data processors in order to help us provide the services you request. These organisations are obligated to act on our instruction in relation to their use of your personal data and do not have any control over your data in their own right. We make sure anyone who provides a service for Revelation enters

into an agreement with us and meets our standards for data security. They will not use your data for anything other than the clearly defined purpose relating to the service that they are providing.

### **How do we protect your data?**

Revelation is committed to protecting the personal information you entrust to us. We adopt robust and appropriate technologies and policies, so the information we have about you is protected from unauthorised access and improper use e.g. your online account is encrypted and our own network is protected.

### **What are your rights?**

You should find it easy to access and amend the personal information that we hold on you, or request that we stop contacting you. It's your data and we want to make sure you feel in control of it.