

## The Stage - Privacy Notice

The Stage maintains records to manage hiring arrangements and enquiries about hiring. We therefore hold personal data comprising name, organisation name, contact details (address, phone number and email address), banking details and the dates, times and purpose of hires at the Stage.

We are committed to maintaining hirers' privacy. The data is processed under the lawful basis of contract and there are safeguards in place to ensure that your data is kept securely and accessed only by those needing to process it.

We will not share your personal **data** with **anyone else**, unless required by law, and it will be securely deleted or fully anonymised **when** it is no longer needed.

As a data subject, you have the following rights:

- The right to be informed
- The right of access
- The right of rectification
- The right of erasure
- The right to restrict processing
- The right to data portability
- The right to object to data processing

You also have the right to make a complaint to the Information Commissioner's Office at <https://ico.org.uk> if you feel that The Stage is using your personal **data** unlawfully and/or holding inaccurate, inadequate or irrelevant personal **data** which, if used, may have a detrimental impact on you and/or has an impact on your rights.

Please contact the Secretary if you wish to discuss or pursue these rights:

52 St Augustine's Street Norwich NR3 3AD / e-mail [info@stagenorwich.org.uk](mailto:info@stagenorwich.org.uk)