



MANNA THEATRE COMPANY

TURNING STAGES INTO ALTARS

Mannatheatrecompany.uk

Manna Privacy Policy

Our contact details.

Name: Manna Theatre Company

Phone Number: 07596096319

E-mail: hello@mannatheatrecompany.uk

DATE OF REVISION; November 2021

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

How do we process your personal data?

Manna complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The type of personal information we collect.

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- We may also collect payment details to process your online purchases through our website.
- If you are registering as a student with us, we will collect details such as your date of birth, address, contact details, medical information, church attended and personal statement of faith.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When you subscribe to our mailing list.
- When you contact us.
- When you purchase a product or ticket.
- When you donate.
- When you register for Manna Theatre Company.

We also receive personal information indirectly, from the following sources in the following scenarios:

- When you purchase a ticket to one of our events through Eventbrite
- If you contact us via social media.
- If you join the Manna Ministries app for our current students.

We use the information that you have given us to.

- Contact you.
- To enable us to provide a voluntary service for the benefit of the public in a particularly geographical area as specified in our constitution;
- To administer Manna Theatre company Attendance records
- To fundraise and promote the interests of the charity
- Manage our Volunteers
- To maintain our own accounts and records (including the processing of gift aid claims)
- To inform you of news, events, activities and services at Chroma Church.
- Process your order.
- Give your details to Registered chaperones should the child be involved in a performance

We may share this information with

- Our shipping providers so we can deliver your order.
- The local council, only when applying for a performance license if you are involved in one of our musicals.
- If registering for Manna Theatre Company, we will share your details with <https://www.planningcenter.com> who provide us with our database system.
- Higher Authorities, **only** if we are legally obligated too – please see our safeguarding policy available on our website.
- Your personal data will be treated as strictly confidential and will only be shared with other members of Manna in order to carry out a service that you have agreed to as part of the Theatre company as a member to other members or for purposes connected with Manna. We will only share your data with third parties outside of Manna with your consent.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You can remove your consent at any time. You can do this by contacting noah@mannatheatrecompany.uk
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored in/on the following.

- [wix.com](https://www.wix.com) CRM. This is our website host and our CRM software. Details stored here are things such as your contact details and order details. No card details are stored in full or shared with us in full by any means.
- stripe.com is our payment processing system, your name, contact information and payment details are stored here so we can easily track your order to make your shopping experience smoother. No card details are shared in full of us (Manna Ministries) in any way at all.
- Your contact details may be given to one of our delivery providers to fulfil your order, they may store your delivery details.
- planningcentre.com is where we store all information we collect on our students/legal guardians. Data here may include things like, contact details, medical problems, addresses and so on. Please be assured the details we collect upon registering for Manna Theatre company are the typical questions most people would need to answer upon registering for any other activity or club.
- Securely stored hard copies of registration for Theatre company and volunteer applications are stored in a locked file with Manna Ministries
- Microsoft Share point- To enable our teams to gain access – All Volunteer teams that have access have signed the Data protection policy

We keep your data for as long as we as a charity can legitimately and lawfully justify. We will then dispose your information by permanent deletion from our CRM or Database.

We cannot advise how long our delivery providers will keep your information for. If you would like to know, we would ask you contact them via their website.

To find out who we used to deliver your order please email noah@mannaatrecompany.uk with your order number.

Your data protection rights.

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organization, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at noah@mannaatrecompany.uk if you wish to make a request.

. How long do we keep your personal data?

We keep data if an individual is in regular contact with the Ministry.

However, we retain data for gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at noah@mannaheatrecompany.uk You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>



