



## **Haslemere Players Privacy Policy for Suppliers to the Players**

The Haslemere Players is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Supplier to the Players. Suppliers in this context means personal information we may collect when you provide products or services to the Players.

### **The personal information we collect from you**

We collect basic personal details such as your name, address, company name, bank details, e-mail address, telephone number.

### **How we use information**

We will use your information to invite you to provide services to the Players and to pay for your services. This use is in our 'Legitimate Interest' because we will need to contact you when we request your products or services. We will not share your information with other third parties without your consent.

### **Security**

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

### **Your rights**

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your information indefinitely after you cease to be an active Supplier to the Players. We keep your information because we or you may wish to resume your connection with us. However, you can ask us to remove your personal information from our records at any time and we will do so.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

### **How to contact us**

The Haslemere Players is the data controller in respect of this data. For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

By Phone to the Secretary: 01428 605237

By email: [pameladepledge@talktalk.net](mailto:pameladepledge@talktalk.net)

By post to Haslemere Players, Torwoodlee, Mowatt Road, Grayshott, GU26 6EY

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