

The Larder Privacy Policy

This Privacy Policy sets out how we will treat any personal information which you provide to us while using the websites located at www.lookinthelarder.com, www.acompletelossforwords.com, www.tinylgbtqshows.co.uk, www.lardersoho.wordpress.com, www.tinyshowsmakers.wordpress.com (each a **Site**) and/or the services provided from the Site, such as being a member of The Larder Facebook group (www.facebook.com/groups/TheLarder), joining The Larder's mailing list, participating in a Larder project, engaging with an offer made available to you because of your membership of The Larder (e.g. a discount on Actors' Centre membership), contacting us via email (lookinthelarder@gmail.com or tinyshows@gmail.com) or interacting with us on social media, donating money to The Larder or booking to attend a Larder performance or event (**Services**). You are deemed to accept the terms of this Privacy Policy on your first use of the Site or any Services. We may change this Privacy Policy from time to time and such changes shall be effective from the date and time the revised Privacy Policy is posted on the Site. The Site, together with all content on the Site, is owned or controlled by The Larder.

To provide or offer to you our Services, it is sometimes necessary for us to collect and process certain personal information (**Data**), including some or all of the following: name, email address and/or phone number, IP address, web-browser details, your activities on the Site, your personal preferences relating to the Services and/or other relevant information. The Data will be stored together with any additional information you may provide to us, and will be used to provide you with, and to improve, the Services. Also from time to time we and/or our trusted partners may contact you with offers that may interest you and/or to inform you of other products and services. All Data is processed by us in accordance with applicable data protection legislation and we will keep your personal information only for as long as is necessary.

The Data is stored on our servers or those of third-party storage service providers. We may, from time to time, expand or reduce our business which may involve the transfer of certain divisions or assets of our company to other parties, and Data, where relevant, may be transferred to such third parties.

We may use 'cookies' while you access the Site to avoid the need to re-enter details on different occasions. Cookies are also used to collect general usage and volume statistical information. We may use local "shared objects", also known as "Flash" cookies. Examples of other reasons include:

- enabling us to recognise your device so that you don't have to give the same information to us several times;
- recognising that you may already have given a username and/or password; and/or,
- measuring how you are using the Site, to make the Site easier to use and to ensure sufficient capacity for quick delivery.

A "cookie" is a small amount of data sent from the server and stored on your computer's hard drive. Most web browsers are automatically set up to accept cookies, but you can set your browser to refuse cookies or ask your browser to show you where a cookie has been set up. These settings will typically be found in the 'options' or 'preferences' menu of your browser. Please note that we do not recommend turning cookies off when using the Site as this may prevent you from using certain aspects of the Site.

You have the right, on written request, to receive a copy of the Data that we hold about you. You also have the right, on written request:

- to be told by us whether and for what purpose information about you is being processed;
- to be given a description of the information about you concerned and the persons to which it has or may be disclosed;
- to be informed in certain circumstances of the logic involved in computerised decision-making.

Any request should be made in writing to lookinthelarder@gmail.com and we will respond promptly to any such request (within no more than 30 calendar days).

If you wish to make a complaint about how we are using the Data, you can do so at the Information Commissioner's Office.