

Bettridge Centre Privacy Policy – effective from 1st May 2018

Here at the Bettridge Centre we take your privacy very seriously and we are committed to holding your personal information in the safest regard. Please read our Privacy Policy to learn about how we collect, store and use information about you when you interact with us, in any manner, via our website and/or our services.

SCOPE OF PRIVACY POLICY

This Privacy Policy covers our treatment of information that we gather when you are accessing or using our websites or services or when you contact us in any manner. We gather various types of information, including information that identifies you as an individual (“Personal Information”) as explained in more detail below.

INFORMATION COLLECTION AND USE

As a customer

When you make a booking at the centre, your personal information is kept securely as supplied on your booking form and on our accounting system, solely for the purposes of administering your booking and maintaining our financial records. Your personal information will not be used for any other purpose without your express approval.

We do not rent or trade your name or email address with other organisations and businesses.

Mailing List

As part of the registration process for our electronic newsletter, we collect personal information that you provide us with via our customer feedback forms or surveys or on online forms, namely; Your Full Name and Your Email Address.

We collect this information to;

- Tell you about our news and activities that you want to hear about
- Contact you if we need to obtain or provide you with additional information
- Check our records are correct

We do not rent or trade your name or email address with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our electronic newsletter and to store your details. We gather statistics of email opening and clicks using industry standard technologies to help us monitor and improve our communications. For more information about your details being shared with, stored and used via MailChimp, please see MailChimp’s Privacy Policy.

You can unsubscribe to our electronic newsletter at any time by clicking the unsubscribe link at the bottom of any of our mailings.

ANONYMISED DATA SHARING

We share anonymised data statistics with other organisations for purposes of reporting to funders (eg. Aberdeenshire Council), working in partnership with other organisations (eg Kincardineshire Development Partnership, North East Arts

Touring) and for our own evaluation reports. This data is used to analyse our audience development programme, footfall statistics and ticket sales to understand the impact of the public investment made to the Bettridge Centre.

ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to contact the Bettridge Centre to request;

- A copy of your personal information
- Amendments to be made to your personal information
- For your personal information to be deleted from our systems

You can email your request to our data protection controller Louise Burnett at info@bettridgecentre.org.uk.

CHANGES TO THIS PRIVACY NOTICE

We are constantly trying to improve our website and services, so we may need to change this Privacy Policy from time to time. We will alert you to material changes by, for example, placing a notice on our website and/or by sending you an email when we are required to do so by applicable law. You can see when this Privacy Policy was last updated by checking the date at the top of this page. You are responsible for periodically reviewing this Privacy Policy.

QUESTIONS & CONTACT INFORMATION

If you have any questions or concerns regarding our privacy policy, please send a detailed message to info@bettridgecentre.org.uk or call us on 01569 731320.

Our main address is the Bettridge Centre, Greystone Place, Newtonhill, AB39 3UL.

The Bettridge Centre is the child company of Newtonhill Community Hall Association (NCHA). NCHA is a social enterprise and a registered charity in Scotland - SC002063.