

# Company Three Privacy Policy

## Our contact details

**Name:** Company Three

**Address:** 2 Fieldway Crescent, Islington Central Library, London N51PF

**Phone Number:** 0208741288

**E-mail:** [hello@companythree.co.uk](mailto:hello@companythree.co.uk)

## 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)
- Personal images – photography and videos
- Emergency contact details (C3 and staff members)
- Safeguarding information (C3 members only)
- Borough or school attended (C3 members only)
- Bank Details (to pay staff)
- Email addresses and contact details of audiences for marketing purposes
- Bank details and contact details of Friends of Company Three and other donors

This is not an exhaustive list and we may retain different types of information for different individuals based on the service we are providing.

We also keep a record of your interactions with us in our database, such as what shows you have purchased tickets to, when you have had an active membership, any projects you may have participated in or supported and whether you have received, opened or clicked through any emails we may have sent. We look at this booking behaviour for sales and marketing analysis.

## 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:

- As a Company Three member
- As a participant of a Company Three project
- As a Company Three Staff member or freelancer
- As a Company Three Friend or one off donation
- As a member of Company Three mailing list

We use the information that you have given us in order to contact our members and their parents, advertise and market our activities, thank donors for their donations, contract and pay staff members.

We may share this information with schools and Islington Child safeguarding board for safeguarding purposes only.

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Becky Martin – [becky@companythree.co.uk](mailto:becky@companythree.co.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 on our server and at Company Three, Islington Central Library, 2 Fieldway Crescent, London N51PF.

We will keep your information only for as long as is reasonably necessary for the purposes set out in this privacy notice and to fulfil our legal obligations. We will not keep more information than we need. The retention period will vary according to the purpose, for example if purchasing a ticket only, we will typically keep your data for up to ten years from the date of your last point of engagement whereas if you have become a supporter or are a past or current member, we will hold your details indefinitely.

If you ask us to stop sending direct marketing communications to you, we will retain the information required (e.g. name, address or email address) to ensure we adhere with such requests.

## 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 organisation, 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 [hello@companythree.co.uk](mailto:hello@companythree.co.uk) , Company Three, Islington Central Library, 2 Fieldway Crescent, London N51PF if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [becky@companythree.co.uk](mailto:becky@companythree.co.uk) / [hello@companythree.co.uk](mailto:hello@companythree.co.uk) or by post at

Company Three  
Islington Central Library  
2 Fieldway Crescent  
London  
N51PF

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>