

## **Prague Youth Theatre Privacy & Cookies Policy: Effective from May 20th 2018**

We take your privacy 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**

#### **Website Cookies**

Our website ([www.pyt.cz](http://www.pyt.cz)) uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, and provide anonymised tracking data to third-party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser.

#### **Google Analytics**

When you use this site, a third-party application called Google Analytics is used to collect standard internet log information and details of visitor behaviour patterns. We use Google Analytics to find out things such as the number of visitors to various pages on the site. This information is only processed in a way that does not identify any individual person. We do not make, and do not allow Google to make, any attempt to find out the identities of the people visiting this website.

## **Mailing Lists**

As part of the registration process for our electronic newsletters, we collect personal information that you provide us with via our online forms, including; Your Full Name and Your Email Address, Child's Name, Child's age, Your Address etc.

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
- Remarket via third party applications such as Facebook

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

## **Ticketing Data**

When you purchase a ticket/s via our website our third-party Box Office system GoOut collects personal information that you provide them with such as Your Full Name, Email Address and Contact Telephone Number. We do not collect debit/credit card details, PayPal information or any other financial details used to purchase tickets. For more information about your details being stored and used via GoOut, please see their Privacy Policy.

## **Sign up forms and registration form:**

Data submitted to our waiting list and registration forms are held in Google drive documents and are subject to Google's privacy and data policy. By submitting your personal data to those forms, you agree

for your data to be stored and accessed by Prague Youth Theatre staff via the Google drive.

We collect and access this information to;

- Contact you in case of an emergency involving your child
- 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
- Remarket via third party applications such as Facebook

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

### **ACCESS TO YOUR PERSONAL INFORMATION**

You are entitled to contact Prague Youth Theatre to request;

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

You can email your request to [info@pyt.cz](mailto:info@pyt.cz).

### **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 cookie or privacy policies, please send a detailed message to [info@pyt.cz](mailto:info@pyt.cz)