



[Kildareyouththeatre.com](http://Kildareyouththeatre.com) Privacy Policy

23<sup>rd</sup> September 2020

*Crooked House Theatre Company is the governing organisation that runs Kildare Youth Theatre*

## Intent of Privacy Policy:

- National and International Law Compliance: A Privacy Policy is a statement that discloses some or all of the ways a website collects, uses, discloses, and manages the data of its visitors and customers. It fulfils a legal requirement to protect a visitor or client's privacy.
- Although kildareyouththeatre.com - from herein represented as 'the website' - does not sell any products, it *does* contain cookies which allow the website to function properly and securely, and to record data through forums/questionnaires/documents as well as to record statistical data such as monthly viewers, time spent on the website etc.

## Contents of Privacy Policy:

1. The type of information we collect
2. How we collect information
3. Why we collect information
4. How we store, use, share and disclose this information
5. Means of communication with website visitors
6. How we use cookies/tracking tools, and which we use
7. How website viewers can retroactively revoke their consent to cookies
8. How we update viewers if our policy changes
9. Other
10. Contact Us

## **1) The type of information we collect:**

Kildare Youth Theatre of Crooked House Theatre Company, herein represented as 'We', receives, collects and stores any information which we receive from the usage of cookies or from that which you enter into our website or provide us in any other way, including; e-mail addresses should you contact us through the website's 'Contact' page; your Facebook profile, Facebook profile picture, and related comments should you comment on our 'Blog' posts; and computer and connection information for statistical purposes. In addition, we collect but do not store the Internet protocol (IP) address that you use to connect to the Internet and to our site. We may use software tools such as Google Analytics to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page (see section 6). With the exception of the aforementioned, we will *never* collect personally identifiable information, including but not necessarily limited to; passwords, and payment details (including credit card information). However, we may collect comments, feedback, product reviews, recommendations, and a personal profile depending on the actions you perform on the website.

## **2) How we collect information:**

When you enquire on our 'Contact' page, or comment on a 'Blog' post, as part of the process, we collect the necessary personal information you give us such as your name, profile picture, address and email address. Your personal information will be used for the specific reasons stated above only, and no other.

## **3) Why we collect information:**

We collect such Non-personal and Personal Information for the following purposes:

1. To provide and operate the Website's Services;
2. To enable us to contact Website Users with assistance and technical support via direct email contact through our Website;

3. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we may use to provide and improve our respective services;
4. To comply with any applicable laws and regulations, namely the General Data Protection Regulation (GDPR).

#### **4) How we store, use, share and disclose this data:**

This website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to provide our services and information to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. Wix.com stores your data on secure servers behind a firewall.

The information we collect on our website will *never* be shared to uninvolved third parties, including but not limited to; other members, facilitators, Board Members, or any other individual, without strictly granted permission or legal requirement as outlined in our Membership Registration Form.

#### **5) How do we contact our website's visitors:**

We will never contact you on our website without you initiating a dialogue beforehand. Should you contact us, we will return in writing by e-mail or by mobile text, as per your preference, for reasons which may include but are not limited to; your membership with us, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any other agreement(s) we may have with you. As outlined in Section 4, any information given or gathered through contact from you, the user, to us, the website, will never be shared to any other third-party unless legally required or if permission is given.

#### **6) How we use Cookies and Tracking Tools:**

As briefly mentioned in Section 1, our website uses 'Cookies' and may also use Google Analytics. Cookies are small pieces of data stored on a site visitor's browser. They are typically

used to keep track of the settings users have selected and actions they have taken on a site. We use cookies for the purposes of security and collecting anonymous data such as time spent on the website's pages and interactions made by visitors. These cookies are essential and enable our website to function properly, however they can be disabled.

When you first visit our website, and every 12 months thereafter, you will be asked whether or not you consent to the use of cookies on our website. Should you click 'Cookie Settings' you will have the right to enable/disable individual cookies. We would like to inform you that the disabling of cookies may cause portions of the website to not function properly or completely disable, and the blocking of Security-based Cookies may leave your computer or device vulnerable to external attacks on our website. Cookies can be disabled or later re-enabled at any time by clicking the lock symbol on Google Chrome's URL bar and clicking 'Cookies'. We are not responsible for any damage or inconvenience which may be caused by the blocking of cookies.

Below is list of currently active cookies on our website and their purpose. Those which are marked as 'Essential' help the website to function properly and remain secure and we highly recommend that these are not disabled. Alternatively, to view the cookies we use, visit our website on Google Chrome's 'Incognito Mode'. Click the Lock symbol on the left-hand corner of the URL bar and click 'Cookies'.

More about Cookies can be read at [allaboutcookies.org](http://allaboutcookies.org)

<b>Cookie Name</b>	<b>Purpose</b>	<b>Duration</b>	<b>Essential</b>
<b>TS01e85 &amp; TS01f9d</b>	Security	Length of Session	✓
<b>XSRF-TOKEN</b>	Security	Length of Session	✓
<b>bSession</b>	Performance	Length of Session	✓
<b>hs</b>	Security	Length of Session	✓
<b>SSR-caching</b>	Determines system used to access website	1 minute	✓
<b>svSession</b>	User login	Length of Session	✓
<b>_wixCIDX</b>	System monitoring and debugging	Every 3 months	✓
<b>Consent-policy</b>	Remembers cookie preferences	Once a year	✓
<b>_ga/ _gat/ _gid</b>	Website stylistic features	Length of Session	✗

## **7) Withdrawing Consent of Information & Cookies:**

*The collection of information by cookies can be disabled at any time (see Section 6). However, if you don't want us processing your data anymore or request us to delete any pre-existing data gathered through cookies or any other means on our website, you can contact us through the following means:*

- Email us at [info@crookedhouse.ie](mailto:info@crookedhouse.ie) with the subject heading 'Website Data' and be sure to refer to the website in your email body.
- Or, send us a written notice at Charlie Farrell, Crooked House, 1 Main Street, Newbridge, Co.Kildare, Ireland, W12 KV29.

## **8) Privacy Policy Updates:**

We reserve the right to modify this privacy policy at *any* time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make major material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it. Our Privacy policy will *always* be available on the footer of our website.

## **9) Other:**

Kildare Youth Theatre of Crooked House Theatre Company promises that we will never sell the data we collect, be it on the website or on paper to any third party or unregistered individual. Any instances of data sharing, such as to our Partner Theatres across Europe or the European Union is done through strict consent.

All information contained within this document is correct as of the time of writing and follows all applicable local and international laws, especially the recently implemented GDPR. We strive for transparency and clarity and any feedback relating to our website, data protection, and general practices is warmly received. Information pertaining to our general Data Protection Guidelines can be viewed on our 'Policy Documents' page on our website.

## 10) Contact Us:

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at [info@crookedhouse.ie](mailto:info@crookedhouse.ie) or send us written mail to:

Crooked House, 1 Main Street, Newbridge, Co.Kildare, W12 KV29.

Enquires pertaining to this particular document or data protection in general should be titled appropriately, such as “Privacy Policy”, “Data Enquiry” etc.