

## Scene Gym Privacy Policy May 2018

**Scene Gym is committed to protecting the privacy of its users. This Privacy Policy sets out the type of personal information that we collect, what it is used for and the rights you have in relation to this information.**

Our aim is to comply with all privacy and data protection laws, including the EU General Data Protection Regulations. If you feel we have not, or are unhappy about how your data might be used, please get in touch as detailed below.

By using this site you are agreeing to the terms of this Privacy Policy.

### Definitions

**Data:** Any information that is intrinsic to you personally that is required to have access to the Service.

**Service:** Scene Gym website resources, workshops and casting for shows.

**Product:** Any item or service provided by Scene Gym.

### Gathering of Personally-Identifying Information

The amount and type of information that Scene Gym gathers depends on the nature of the interaction with Scene Gym. For example, some members may wish to sign up for our newsletters or request details of our upcoming workshops and shows. For this they will provide email address and potentially a username. In each case, Scene Gym collects such information only insofar as is necessary or appropriate to fulfill the purpose of the visitor's interaction with Scene Gym. Scene Gym does not disclose personally-identifying information other than as described below. And visitors can always refuse to supply personally-identifying information, with the caveat that it may prevent them from engaging in certain website-related activities.

You may, as a visitor to our website, choose not to provide us with personal information. You also have the right to obtain from Scene Gym the erasure of personal data about you in accordance with applicable data privacy laws.

### Website Visitors

Like most website operators, Scene Gym collects non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. Scene Gym's purpose in collecting non-personally identifying information is to better understand how Scene Gym's visitors use its website.

Scene Gym also collects potentially personally-identifying information like Internet Protocol (IP) addresses for logged in users. Scene Gym only discloses logged in user IP addresses under the same circumstances that it uses and discloses personally-identifying information as described above.

### **Protection of Certain Personally-Identifying Information**

Scene Gym discloses potentially personally-identifying and personally-identifying information only to those of its employees, contractors and affiliated organizations that (i) need to know that information in order to process it on Scene Gym's behalf or to provide services available at Scene Gym's website, and (ii) that have agreed not to disclose it to others. Some of those employees, contractors and affiliated organizations may be located outside of your home country; by using Scene Gym's website, you consent to the transfer of such information to them. Scene Gym will not rent or sell potentially personally-identifying and personally-identifying information to anyone. Other than to its employees, contractors and affiliated organizations, as described above, Scene Gym discloses potentially personally-identifying and personally-identifying information only in response to a subpoena, court order or other governmental request, or when Scene Gym believes in good faith that disclosure is reasonably necessary to protect the property or rights of Scene Gym, third parties or the public at large. If you are have registered interest in Scene Gym, interacted via email, or attended our workshops or shows and have supplied your email address, Scene Gym may occasionally send you an email to tell you about new features, solicit your feedback, or just keep you up to date with what's going on with Scene Gym. We primarily use our various posts and newsletters to communicate this type of information, so we expect to keep this type of email to a minimum. We never publish any of your information unless you have expressly given us permission to do so – including any comments you make make on any of our pages. Scene Gym takes all measures reasonably necessary to protect against the unauthorized access, use, alteration or destruction of potentially personally-identifying and personally-identifying information.

### **Cookies**

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Scene Gym uses cookies to help it identify and track visitors, their usage of the Scene Gym website, and their website access preferences. Scene Gym website visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using the Scene Gym website, with the drawback that certain features of the Scene Gym website may not function properly without the aid of cookies.

### **Your Personal Information**

When completing the online forms the website or submitting data to us in any way, (by accepting a place on one of our workshops, or in one of our shows for example) your information may be recorded. By using Scene Gym's website, engaging with us via email, or participating in a workshop or show, you agree that Scene Gym may store the following information about you;

Name;  
Address(es) or location data;  
Email;

IP address;  
Information gathered by the use of cookies;  
Photographs, video and audio clips  
Bank and payment data;  
For security, an encrypted record of your login password.  
We will never collect other sensitive information about you without your explicit consent.

This information is stored so we can provide you with the best possible service.

### **Use of Your Personal Information**

As highlighted above we will not sell, distribute or lease your personal information to third parties. We may use your personal information to send you promotional information about our services and courses within our Newsletters which you have the option to opt out of.

The information we hold will be accurate and up to date. To check the information that we hold about you, please contact us via email to [scenegym@gmail.com](mailto:scenegym@gmail.com). If you find any inaccuracies we will delete or correct it promptly.

### **How long do we keep your information?**

We will not keep personal information for longer than it is necessary, and will only retain information for as long as needed to carry out our functions and that purpose.

### **Links to other websites**

Our site may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites such as social media websites and such sites are not governed by this Privacy Policy. You should exercise caution and look at the privacy policy applicable to the website in question.

### **Data Protection Enquiry**

Should you have any questions with regard to our privacy policy or how we use your data, please contact us on [scenegym@gmail.com](mailto:scenegym@gmail.com).

### **Changes to this Privacy Policy**

Scene Gym keeps this Privacy Policy under regular review, and may change this policy occasionally by updating this page. Where practical we will notify you of changes to this Policy and prompt you to review these. However, you should check this page from time to time to ensure that you are happy with any changes. Your continued access and use of this site or other Scene Gym service will mean that you agree to our current Privacy Policy.

This Privacy Policy was last updated on 18th May 2018.