

Privacy Policy

www.limelightmusicals.com

At Limelight Musicals we are committed to protecting and preserving the privacy of our visitors when visiting our site or communicating electronically with us.

We adhere to the following principles at all times:

- We will never give your name or contact details to anyone else.
- We will keep the details you give us safely and securely at all times.
- If you sign up to join our Directors' and Producers' Support Programme, we may send you information and guidance about producing musicals and updates on forthcoming shows. We may also send you "In the Limelight", our newsletter on school musicals.
- If you wish to stop receiving this information at any time, simply tell us and we will remove your name from our list.
- If you are concerned about any aspect of our Privacy Policy, please contact us at: info.limelight@btinternet.com

This Privacy Policy explains what happens to personal data you give us, or that we collect while you visit this site. Our Privacy Policy should be read in conjunction with our terms of website use.

We do occasionally update this Policy so please do return and review this Policy from time to time.

Information we collect

In running and operating this website we may collect and process certain data and information relating to your use of this site. This data and information is detailed below:

- i. Details of visits to our website and the pages and resources that are accessed, including, but not limited to, traffic data, location data and other communication data that may assist us in understanding how visitors use this website.
- ii. Information that visitors provide to us as a result of filling in forms on our website, such as when a visitor registers for information or makes a purchase.
- iii. Information provided to us when our visitors communicate with us electronically for any reason.

Use of Cookies

Cookies are sometimes used to improve the website experience of a visitor to a website. We may sometimes use cookies on this website to record aggregate statistical information about the visitors to our site and the use that our visitors make of the website. When collected this information is used by us to improve our website and further enhance the visitor experience. Please note that no personally identifiable information is recorded.

All computers have the ability to decline cookies. You can easily decline or remove cookies from your computer using the settings within the Internet Options section in your computer control panel.

Use of your information

The information we collect is used for our own use in developing our website. In addition, we may use the information for the following purposes:

- i. To provide you with information relating to our website, products or our services that you request from us.
- ii. To meet our contractual obligations to you.
- iii. To notify you about any changes to our website, including improvements, and service or product changes that may affect our website.

If you are an existing customer, we may contact you with information about goods and services similar to those that you have expressed an interest in previously via our website.

Storing your personal data

Data that is provided to us is stored on our secure servers. Details relating to any transactions entered into on our site will be fully encrypted to ensure its safety.

We will always take all reasonable precautions to make sure that your data remains secure and is handled in accordance with this Privacy Policy.

The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore at your own risk. Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential.

Third party links

You may find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Access to Information

The Data Protection Act 1998 gives all individuals the right to access personal information that is held about them. You can request a copy of any information that we hold about you. Please note that any request for this information may be subject to payment of £10 which covers our administrative costs. Please contact us if you wish to make such a request.

Contacting us

If you have any questions or queries relating to this Privacy Policy, please contact us at:

Tel: 01342 312 215

Email: Info.limelight@btinternet.com

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Limelight Musicals

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