



PRIVACY POLICY

This statement describes how we use and collect your personal information; you being someone who is interested in or takes part in the activities run by the Lantern Arts Centre (LAC). This may extend to include activities that take place around the Lantern Methodist Church including the Lantern Coffee House.

If you have any questions regarding your personal information, please contact The Lantern Arts Centre by email at lac@lanternarts.org or by post to Lantern Arts Centre, Tolverne Road, London, SW20 8RA.

How we collect your information?

Personal data is collected when you enquire about our services:

1. Through the website
2. Over the phone
3. By email

What information we collect?

In order for us to keep you up to date with the activities and productions at the Lantern Arts Centre we will collect some or all of the following; your name, email, postal address, telephone numbers. We may also keep a record of the following; activities / productions you have been involved in, any volunteer work you have done for the LAC and any specific skills that you have provided to the LAC, e.g. costume making etc

In some situations we may collect financial details from you for card payments, such as ticket purchasing or fees for activities. We do not retain your specific card details once the transaction has been completed, however we are able to access a basic record of the transaction with the card payment service provider for accounting purposes (i.e. the date, payment amount etc)

How do we use this information?

The information collected will be added to our database and will be used to notify you about current and upcoming activities and Events at the Lantern Arts Centre and Lantern Methodist Church.

How do we protect personal information?

We are committed to ensuring that the data we hold is secure. In order to prevent unauthorised access or disclosure, we have in place procedures to safeguard and secure all data we collect. We do not supply this information to any other companies, unless it is for the purpose of facilitating our marketing activities.

We retain personal data for as long as it is being used for the purposes stated in this policy, or until we receive notification from you that you withdraw your consent for us to use it for those purposes and require us to remove the data from our records.

Will we disclose the information we collect to outside parties?

Your information will not be passed on to a third party, unless it is for the purpose of facilitating our marketing activities.

Your consent

By providing us with your information, you have consented for us to collect and use this information in accordance with the purposes described above.

Changes

If you wish to change any personal details, please let us know at lac@lanternarts.org so we are able to keep your records up to date.

Opting out – withdrawing consent

If you wish to opt out from receiving informational emails regarding our activities you can unsubscribe by:

- replying directly to any of the emails you receive from the LAC
- by emailing lac@lanternarts.org
- by contacting us through our website at <https://www.lanternarts.org/contact-us>
- by phone on 0203 761 7070

Right of access

We are able to provide copies of information we hold about you or correct any inaccuracies in your information. If you wish to access these rights please email lac@lanternarts.org.