



Privacy Policy

Fire Exit values your privacy, security and data protection and we never sell or distribute your personal information. From time to time we do gather information from our audiences and visitors to our website for various purposes and this policy sets out what information we hold, how we keep it safe and how we use it.

If you have any questions about this policy or how we hold and process your data please contact us, Fire Exit 224 South Block, 50 Osborne Street, Glasgow G1 5QH. Alternatively, please email admin@davidleddy.com.

This privacy policy sets out how Fire Exit uses and protects any information that you give to us when you

- Browse our website
- Complete a feedback form after one of our shows or events
- Sign up to our newsletter

Mailing List

If you choose to sign up to our mailing list, online or at a performance or event, we will record your name and e-mail address. We use MailChimp to store our email lists and create our newsletters. You will be sent emails from Fire Exit (averaging 5 per year) with information regarding our touring productions, upcoming projects and company updates. Every e-mail will have an unsubscribe link and you are welcome to unsubscribe whenever you want. You can read MailChimp's privacy policy [here](#).

Feedback Forms

If you complete an online or paper feedback form, your responses are collated for reporting purposes and shared internally within Fire Exit. We use your feedback to help us understand our audiences, to inform us how our work was received and to report on to our main funding bodies. If you have provided personal details (email address) along with a feedback form, online or paper, they are not linked to your responses, which remain entirely anonymous. Your personal details are then added to our mailing list and dealt with as described above.

Website cookies

Our website uses cookies to distinguish you from other visitors. Most web browsers allow some control of cookies through browser settings.

At Fire Exit we use cookies to keep track of what pages you browse on our website, this helps us understand how people use our site. If you do not wish to enable cookies, you will still be able to browse the site. The information below lets you know what cookies our sites use and what they are.

Google Analytics

Our website uses Google Analytics to track the visits to our website and give us aggregated data. This data helps us analyse what parts of the website are most accessed and read. None of this data is linked to a specific IP address or can be linked to you. To opt out of Google Analytics across all websites visit; <https://tools.google.com/dlpage/gaoptout>.

Vimeo

The video content on this website and on some of our social media platforms is housed on Vimeo. Vimeo uses cookies to help us collect data on the number of people viewing our videos, this data cannot be tracked back to you and contains no personal information.

YouTube

YouTube, which is owned by Google, uses cookies to measure the number and behaviour of YouTube users, including information that links your visits to our website with your Google

account if you are signed in. We are not able to control the cookies set by Google, however there is information about how you can manage these cookies here. Information about your use of our website, including your IP address, may be transmitted to Google and stored on their servers. This cookie does not identify you personally unless you are logged into Google, in which case it is linked to your Google account.

Facebook Cookies

We have a Facebook page. Facebook does not use cookies to create a profile of your browsing behaviour on third-party sites or to show you ads, although it may use anonymous or aggregate data to improve ads generally. You can remove or block cookies using the settings in your browser, but in some cases, this may impact your ability to use Facebook. For more information, visit Facebook's Cookie Policy <https://www.facebook.com/policies/cookies/>

Twitter Cookies

We have a Twitter profile. Twitter may use cookies to better understand how you interact with their services, to monitor aggregate usage by Twitter users and web traffic routing to their services. You can remove or block cookies using the settings in your browser, but in some cases, this may impact your ability to use Twitter. For more information, visit Twitter's Privacy Policy <https://help.twitter.com/en/rules-and-policies/twitter-cookies>

Third parties

Occasionally we share anonymised data with our partners and other organisations. For example, we provide Creative Scotland with details about our audience demographics, ticket sales and engagement, which we gather online or at our events and performances. This helps them analyse how we are performing and the impact of the public funding we receive. None of this data can be linked to you.

Online purchases

Any purchases you make through us are processed by Amazon. We receive your name, address and contact details, which we use to complete your order or get in touch if there are any issues. We do not have access to any of your payment details. We do not use your personal information to for any other use. You can read Amazon's privacy policy here:

<https://www.amazon.co.uk/gp/help/customer/display.html?nodeId=502584>

Security

We are committed to making sure the data we hold is kept secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard your data.

Lawful basis for retaining data

Fire Exit's lawful basis for retaining the data described above is constituted by 'Legitimate Interest'. If this lawful basis were to drastically change or for the way we use your data to purposefully change we may need to contact you to make you aware of this. To find out more about lawful basis for retaining data please visit www.ICO.org.uk.

Access to your personal information

You have the right to view personal data we hold about you and have it amended or deleted. Please e-mail your request to admin@davidleddy.com.

Changes to this policy

We will review this policy at least once per year and make updates if necessary to reflect the company's practice and to be in line with current legislation. You should check this page from time to time to ensure you are happy with any changes. This policy is effective from May 2018.