

## Dublin Youth Theatre Website Privacy Statement

Dublin Youth Theatre is committed to protecting your privacy. So we treat all personal data entrusted to us with the highest degree of security and confidentiality. This Statement summarises how we manage the personal information that is collected when you visit and use our website.

### **GDPR Compliance**

All data is gathered and processed in accordance with data protection legislation, including the EU's General Data Protection Regulation (GDPR) effective 25 May 2018, and future implementing legislation in Ireland.

### **Dublin Youth Theatre as a Data Controller**

Dublin Youth Theatre operates as a Data Controller, determining the purposes and means of processing personal data.

### **Data collected**

Our system logs an IP address along with other information provided by the visitor's browser. This may include the name and version of the browser and operating system, and any website address that referred you to the our website. This information is used for producing anonymous website statistics to help us improve the delivery of our online services.

Our website system asks you to provide personal data in the form of your name and email address if you do the following:

- Fill in the Join Our Mailing List online form
- Use the Contact Us email option

### **Cookies**

Cookies are small text files stored on your device by a web browser (e.g Internet Explorer) that hold information about your previous visits to our site and may contain personal data relating to you. They allow information gathered on one web page to be stored until it is needed for use on another, allowing a website to provide you with a personalised experience and the website owner with statistics about how you use the website so that it can be improved.

Some cookies may last for a defined period of time, such as one day or until you close your browser. Others last indefinitely.

Your web browser should allow you to delete any you choose. It also should allow you to prevent or limit their use.

Our website uses two types of cookies: Functional and Analytical.

Functional: These cookies are required to show the social media sharing bar

Cookie names: `__atuvc`

Analytical: These cookies are placed to make it possible to analyze this website (with Google Analytics) and optimize the website for the purpose of usability.

Cookie names: `__utma`, `__utmb`, `__utmc`, `__utmz`

For more information on privacy, personal data and cookies, visit [www.ico.gov.uk](http://www.ico.gov.uk), [www.dataprotection.ie](http://www.dataprotection.ie), [www.aboutcookies.co.uk](http://www.aboutcookies.co.uk) or [www.whatarecookies.com](http://www.whatarecookies.com).

If you prefer, you can visit and view our site without cookies by adjusting your browser settings. If you do disable cookies, some site functions might not work correctly.

### **Can I disable cookies from your website?**

It is possible to stop your browser accepting cookies from particular websites. However, disabling cookies from our site will mean you may lose functionality, which will have a detrimental impact on your experience. Without access to the information on these cookies it is difficult for us to analyse the performance of our site. This is essential for us to continually improve our service.

### **How to check cookies are enabled for PC**

#### **Internet Explorer**

Click 'Tools' in the menu bar at the top of your browser and select 'Internet Options'

Click the 'Privacy' tab and set the slider to medium to allow cookies

#### **Google Chrome**

Click on 'Tools' in the menu bar at the top of your browser and select 'Options'

Click the 'Under the Hood' tab, in the 'Privacy' section select the 'Content settings' button

Now select 'Allow local data to be set'

## **Mozilla Firefox**

Click on 'Tools' in the menu bar at the top of your browser and select 'Options'

Select the 'Privacy' Icon and click 'Cookies'

Select 'Allow sites to set cookies'

## **Safari**

Click on the Cog icon at the top of your browser and select 'Preferences'

Click on 'Security'; check the 'Block third-party and advertising cookies' box, click 'Save'

## **How to check cookies are enabled for Macs**

### **Safari**

Click 'Safari' at the top of your browser and select 'Preferences'

Select 'Security' and 'Accept Cookies'

Select 'Only from site you navigate to'

### **Mozilla Firefox**

Click 'Firefox' button at top of browser and select 'Privacy' panel

Select 'Firefox will' and select 'Use custom settings for history'

Check 'Accept cookies from sites' and 'Accept third-party cookies'

Select 'Keep until they expire' and click 'OK'

### **Internet Explorer**

Click 'Explorer' at the top of your browser and select 'Preferences'

Scroll down to 'Cookies' and select 'Never Ask'

### **Opera**

Select 'Menu' from top of browser and click 'Settings'

Select 'Quick Preferences' and click 'Enable Cookies'

## **How data is used**

Information collected by Dublin Youth Theatre's website is only used for monitoring how our website is used unless you give us consent for your

information to be used in particular ways. These might include providing your email address and information about you or your organisation so that we can contact and mail you, and receiving updates about our work and events.

We ensure that all personal information supplied is held securely, in accordance with the requirements of the relevant Irish legislation, namely The General Data Protection Regulation (GDPR) and the Irish Data Protection Act 2018. Dublin Youth Theatre never sells or rents personal data to third parties. We will not share your personal information with an unauthorised third party unless required to do so by law.

### **Authorised data processors**

Dublin Youth Theatre contracts with trusted third parties in order to provide certain services. An example of our authorised third party data processors is **MailChimp** – We use this email address management and message sending service provided by MailChimp. This service facilitates the collection and storage of contact details that allows us to create distribution lists and send emails. All data storage and usage is done strictly in accordance with MailChimp's [Privacy Policy](#).

### **Data breaches**

At Dublin Youth Theatre, we take the necessary measures to ensure your personal data is protected including encryption, password protection and physical safeguards. In the unlikely event of a significant data breach, Ireland's Data Protection Commissioner and all affected individuals will be notified within the required legal time frame.

### **Your rights**

You have many legal rights when it comes to the personal data you provide to us. These include the right to withdraw your consent at any time, to know what data is being held about you, to request the removal of your personal data from our records and to have this action completed in a timely manner, to object to certain processing of your data, to restrict how your data is used and to lodge a complaint about the handling of your data with a supervisory authority.

You may exercise any of these rights by mailing a request to [info@dublinyouththeatre.com](mailto:info@dublinyouththeatre.com) or by post to our office:

Dublin Youth Theatre  
23 Gardiner St Upper

Dublin 1  
Ireland

You can also automatically unsubscribe from our mailing list at any time by selecting the 'unsubscribe' option at the bottom of any DYT email newsletter.

### **Contact us**

We're contactable by calling +353 1 874 3687 or emailing [info@dublinyouththeatre.com](mailto:info@dublinyouththeatre.com).

*We reserve the right to make amendments to our Privacy Statement at any time and without notice. This Statement was updated on 24 May 2018.*