

The Envelope Room Privacy Policy

Mailing List

If you choose to sign up to our mailing list, online or at an 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 The Envelope Room with information regarding events and industry news. 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 The Envelope Room. We use your feedback to help us understand our audiences, to inform us how our events are received, how we plan future events 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.

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

The Envelope Room's lawful basis for retaining the data described above is constituted by 'Legitimate Interest'. If this lawful basis were to change or the way we use your data 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 [their website](#).

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 hello@enveloperoom.org.uk.

Changes to this policy

We will review this policy on a regular basis, make updates if necessary to reflect the organisations 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