Privacy Policy

1. Purpose and Scope

Smithfield Little Theatre is committed to protecting the privacy and security of personal data collected from volunteers and patrons. This policy describes how we handle this information in accordance with applicable data protection laws.

2. Personal Data Collected

We collect personal information necessary for volunteer programs. This could include: name, address, phone number, email, gender preferences, allergies, and/or emergency contacts.

3. Purpose of Collection

Data is collected for legitimate volunteer organizational purposes including volunteer management, safety, and internal communication.

4. Data Sharing and Disclosure

The Theatre does not sell or distribute personal information to third parties. Personal information may be stored or processed by third-party service providers utilized by the Theatre, including ticketing, email communication, and other operational platforms, solely for the purpose of conducting Theatre business.

Personal data is released internally only on a need-to-know basis.

Performance calendars are open information and are accessible to the public.

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5. Security

The Theatre maintains appropriate security measures designed to safeguard personal information from unauthorized access, disclosure, alteration, or destruction. While no method of electronic storage or transmission is completely secure, the Theatre strives to use reasonable safeguards to protect the information entrusted to it.

6. Retention

Data is retained only for as long as necessary for the purposes set out above, or as required by law.

7. Rights and Responsibilities

Volunteers and patrons have the right to access, correct, or update their personal data and are responsible for keeping their information accurate. Volunteers are responsible for respecting the privacy of others when handling organizational data.

8. Policy Changes

The Board of Directors reserves the right to amend this policy at any time as outlined in the bylaws, with updates published on the Theatre website.