



visible fictions

**Privacy Policy**

**We at Visible Fictions take security and data protection very seriously. If you share your contact information with us (and we are very glad when you do) we make sure we look after it well and we don't share it with anyone else. So you know exactly what we do with the information you provide us with, we've written this Privacy Policy so that everything is nice and clear, however, if you have any questions please contact us.**

Marketing, Visible Fictions, Suite 325-327, 4th Floor, 11 Bothwell Street, Glasgow, G2 6LY  
Alternatively, please email [office@visiblefictions.co.uk](mailto:office@visiblefictions.co.uk) or call 0141 221 8727

For more information on your data rights or if you are unhappy with the way we have handled your data and would like to report a concern to the Information Commoner's Office please visit [ico.org.uk/for-the-public](http://ico.org.uk/for-the-public)

This privacy policy sets out how Visible Fictions uses and protects any information that you give us when you

- browse this website
- fill out a feedback form after one of our shows
- complete an online survey
- sign up to our e-newsletter.

Visible Fictions is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when completing any of the above then you can be assured that it will only be used in accordance with this privacy policy and in line with the General Data Protection Regulations.

Visible Fictions may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from April 2018.

## What we collect

If you subscribe to our email list via this website then we will collect your

- name
- email address.

## What we do with this information

If you want to receive emails from us then we require your email address. We use MailChimp to store our email lists and create our newsletters. You will be sent emails from Visible Fictions (averaging 4 per year) with information regarding our touring productions, latest projects and company news. From time to time, we may also use your information to contact you for our own market research purposes.

**WE WILL NOT SHARE YOUR DETAILS WITH A THIRD PARTY.**

If you complete an online survey or feedback form, your responses are collated for reporting purposes shared internally within Visible Fictions. We use your feedback to help us understand our audiences more, to inform us how our work was received and to help us learn and grow. If you have provided personal details along with a survey or feedback form they are not linked to your responses, they remain entirely anonymous.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. The office network is managed within a Windows domain, managed centrally by a Domain Controller providing secure services to the PC's for shared resources such as security policies and file sharing. The office network is isolated from all external networks by a firewall. All devices on the office network are monitored and scanned using anti-virus software.

## Cookies

Our website uses something called cookies. A cookie is a small text file of letters and numbers that a website asks for your permission to store onto your computer. This allows the site to distinguish you from other users. A cookie isn't a computer programme; it can't read files on your computer, it can't carry viruses and it can't install malware onto your computer. You can opt to turn off cookies by selecting the disable cookies option from the pop up box on our website.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## **Our use of cookies**

At Visible Fictions we use cookies to keep track of what pages you browse on our website - this helps us understand how people use our site and informs us of how to keep improving it. 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 this site uses and what they are.

## **Google Analytics**

Google Analytics allows us to track pages you visit, and basic details about your web browsers. They cannot identify you personally. The data collected enables us to improve areas of our website based on levels of traffic to certain pages. To opt out of being tracked by Google Analytics across all websites visit: [tools.google.com/dlpage/gaoptout](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: [support.google.com/youtube/answer/32050?co=GENIE.Platform%3DDesktop&hl=en](https://support.google.com/youtube/answer/32050?co=GENIE.Platform%3DDesktop&hl=en)

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**

We have a Facebook fan 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: [facebook.com/policies/cookies](https://facebook.com/policies/cookies)

## **Twitter**

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: [help.twitter.com/en/rules-and-policies/twitter-cookies](https://help.twitter.com/en/rules-and-policies/twitter-cookies)

## **Instagram**

We have an Instagram account. Instagram uses cookies, pixels, local storage, and similar technologies to show you relevant content, improve your experience, and help protect Instagram and their users. You can read more about why they use cookies here: [help.instagram.com/1896641480634370?ref=ig](https://help.instagram.com/1896641480634370?ref=ig)

## **Removing or disabling cookies**

You may choose to remove or block cookies at any time by adjusting your browser settings, but in some cases, this may impact your experience of our website. You may request details of personal information which we hold about you. If you would like to request that information then please contact:

**Marketing, Visible Fictions,**  
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Alternatively, please email [office@visiblefictions.co.uk](mailto:office@visiblefictions.co.uk)

If you believe that any of your information we store is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Updated April 2018



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Visible Fictions Theatre Company is a Scottish Charity (SCO21724) and a Company Ltd by Guarantee (Scotland 144133).