

Privacy Notice

ALEX MALLETT PRODUCTIONS | Updated 17 October 2026

This notice covers Alex Mallett Productions activities. Where a society, client or venue controls data for its own production, its privacy information may also apply.

1. Who we are

Alex Mallett Productions is the trading name used by Alexander Mallett for technical theatre and related freelance services. For personal data for which Alexander Mallett determines the purposes and means of processing, Alexander Mallett is the data controller.

Contact: alexmallettproductions@outlook.com. Website: <https://alexmallettproductions.co.uk>.

Where we process personal data on behalf of a theatre, university society, client or production organiser, that organisation may instead be the controller. This notice does not replace that organisation's privacy information. Controller and processor responsibilities are determined by the actual arrangement, not by this notice alone.

2. Information we process

Website and business enquiries: names, email addresses, enquiry categories, message contents and any additional details you choose to provide; correspondence; quotations, contracts, invoices and booking details when relevant.

Production and society work: names, roles, cast and crew lists, rehearsal and performance availability, schedules, song and cue assignments, microphone and radio-pack allocations, technical notes, equipment records and relevant contact details.

Website technical data: IP addresses, browser and request details may be processed by hosting, security and form providers. We do not ask people to supply sensitive information through the general enquiry form.

3. Where information comes from

Information can come directly from you, through the website form or email, or from authorised clients, production teams, venue staff, society organisers and committee members. When information comes from someone else, the relevant controller is responsible for providing privacy information as required by law.

4. Why we use it and our lawful bases

We use data to respond to enquiries and provide quotations (legitimate interests or steps before a contract); deliver agreed services (contract, where applicable); coordinate technical production work and keep necessary operational records (legitimate interests, or the relevant organisation's documented lawful basis); maintain business, tax and accounting records (legal obligation where applicable); and keep our website and systems secure (legitimate interests).

We may publish suitably authorised photographs or videos of technical theatre work on this website as a professional portfolio, where a valid lawful basis applies, such as consent or legitimate interests following an appropriate balancing assessment. We also respect copyright and venue or production permissions. Any additional use must have its own appropriate lawful basis.

Where we act for another controller, that controller determines the lawful basis. We do not use performer or society data for unrelated marketing.

5. Leicester Glee Club and other productions

In work connected with Leicester Glee Club and other productions, we may handle member, performer and crew information to plan rehearsals and performances, prepare technical running paperwork, allocate microphones, coordinate equipment changes and communicate operational information.

If the society or another production organiser decides the purpose and means of that processing, it will normally be responsible for the relevant privacy notice and legal basis. Alex Mallett Productions may process the information only as authorised for the production. If we independently determine a separate purpose, we are responsible for that processing as controller.

Access is limited to people who need the information for production duties. We aim to avoid putting unnecessary personal contact details in widely circulated running paperwork.

6. Sensitive information and children

If necessary for a specific production, we may receive limited health, accessibility or safety-related information. We will only process special category data where an Article 6 lawful basis and a relevant Article 9 condition apply, with appropriate access restrictions. Such details should be supplied through an approved process rather than the general website contact form.

Where information or images concern children, we take additional care and comply with applicable safeguarding, consent, privacy and production requirements.

7. Website, Formspree and cookies

This website is hosted using Netlify. The contact form sends submissions to Formspree, an external form-handling provider, so the details you submit are processed by Formspree and delivered for us to respond to your enquiry. We use Microsoft Outlook to receive and manage email correspondence.

Netlify, Formspree and associated infrastructure may process technical information required to operate, secure and deliver these services. Their own privacy documentation gives more information about their services.

We have not yet confirmed whether optional analytics, tracking scripts or non-essential cookies are enabled on this website. We will check these before publication and provide any required cookie information, choice or consent mechanism. This notice should be reviewed if analytics or other third-party embeds are added.

8. Sharing information

We may disclose information to authorised production organisers, committee members, crew and performers where necessary for the relevant work; and to suppliers providing website hosting, form processing, email, cloud storage, accounting and related services. Information may also be provided to professional advisers or authorities where required by law.

We do not sell personal information. We seek to share only the information necessary for the particular task.

9. Storage and international transfers

We use reasonable security practices, such as access-controlled accounts, restricted document sharing and secure deletion. No online service is risk-free.

Some providers may process information outside the UK. Where UK data protection law requires transfer safeguards, the relevant controller must ensure a lawful transfer mechanism is in place. Specific provider locations and safeguards should be confirmed from the service agreements in use.

10. How long we keep information

We keep information only as long as needed for the purpose for which it was collected, including any applicable legal, tax, accounting, contractual or dispute-resolution requirements.

Enquiries are reviewed when no longer active; financial and contract records are held for applicable legal periods; production, cast and equipment records are reviewed after the relevant event and kept only where continued retention is justified. Information held for another controller is returned, deleted or retained according to its lawful instructions and applicable requirements. Portfolio material is reviewed periodically while its publication remains lawful and relevant.

We are developing documented retention periods for these categories and will update this notice when they are confirmed.

11. Your rights

Subject to applicable conditions and exemptions, you can ask for access to your data, correction, erasure, restriction, portability, or object to certain processing. You can withdraw consent where consent is the lawful basis. You can object to direct marketing at any time. We do not use solely automated decisions that have legal or similarly significant effects.

Email alexmallettproductions@outlook.com to make a request. If another organisation is the controller, we may direct your request to it or help pass it on. We respond within applicable legal time limits.

12. Complaints and changes

Please contact alexmallettproductions@outlook.com with concerns. You can also complain to the Information Commissioner's Office (ICO) at <https://ico.org.uk> or 0303 123 1113.

We may update this notice if our work, website or data handling changes. The updated version will appear on this website.