

# **CLAYGATE DRAMATIC SOCIETY**

## **DATA PROTECTION POLICY**

**August 2018**

### **INTRODUCTION**

This document sets out the data protection policy of Claygate Dramatic Society (CDS), designed to accord with the provisions of the European General Data Protection Regulations, which came into force on 25<sup>th</sup> May 2018. CDS is committed to the proper handling and protection of personal data which it gathers and holds. The CDS Hub is responsible for the development and implementation of the policy.

The Hub is the management committee of the Society, led by the Chairman. Hub members are elected at the Society's Annual General Meeting.

### **DEFINITIONS**

**Members:** People performing in productions, having paid a membership fee.

**Friends:** People who are not members but are interested in supporting CDS by attending productions and/or helping in their realisation.

**Children:** Members or Friends under 18 years of age.

### **MANAGEMENT**

#### **Collection and use of information: adults**

The Membership Secretary manages the collection, processing and retention of personal information for members and Friends of CDS. All those taking part in productions as performers are required to pay a fee to become members. People may also be members without taking part in productions upon payment of the membership fee. The management of information about members includes making lists of names, contact details and other relevant information available to Hub members from time to time to assist them in their assigned duties. The other information includes, but is not confined to, interests in particular Society activities and duties. Information held about members may also be passed to other members from time to time in connection with particular productions. That includes those with responsibility for direction, stage management or front of house management, for example. Names and contact details of members are made available to the Social Secretary – not a Hub position- to enable them to be advised of productions, social events and other CDS news. Names and

contact details of Friends are made available to the Social Secretary, solely for the purpose of informing them about forthcoming productions.

Names of members and Friends along with photographs and brief biographies of the former may appear in show programmes, newsletters and other publications, including our website. This use is in our “legitimate interest” and in line with “reasonable expectations” about membership and/or support of CDS.

We will not share your information with other third parties without your consent.

If you cease to become a member we will delete your information from our records unless you indicate that you wish to become a friend, in which case we will transfer your details to the list of friends and handle it in accordance with the usage applicable to that category, as indicated above.

### **Collection and use of information: children**

Children are admitted to membership upon payment of the necessary fee and may be admitted to the friends category if desired. Their names and details such as height and date of birth are collected. Contact details of parents or guardians are gathered in lieu of those of the children themselves and those are used for purposes of communication as outlined in the Adults section above.

### **Security**

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your personal information, including use of password controls on computers.

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date.

### **Your rights**

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply contact us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements as practice of GDPR develops. If there will be any significant changes made to the use of your personal information from that stated, we will seek your permission first.

**Keeping CDS updated**

Please let us know if your information changes as it is important that the personal information we hold about you is correct.

**How to contact us**

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us by e-mail to the Chairman, Juliet Bagnall: [bagnallfamily@btinternet.com](mailto:bagnallfamily@btinternet.com) .

If you have a complaint about our practices, you have the right to lodge it with the Information Commissioner's Office at <https://ico.org.uk>