

Wilburton Theatre Group

General Data Protection Regulations Privacy Policy

About this policy

This policy explains when and why Wilburton Theatre Group (WTG) collect personal information about our members and how we use it, keep it secure, and members' rights in relation to it. We will collect, use and store personal data as described in this Data Protection Policy when people engage in activities at WTG. Normally this will be through membership.

We reserve the right to amend this Data Protection Policy from time-to-time without prior notice. You are advised to check WTG's website <https://www.wilburtontheatregroup.com/> regularly for any amendments.

We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner: <https://ico.org.uk/>

Responsible person

The Membership Secretary will be the "controller" of all personal data we hold about group members and others for the purposes of the GDPR. The Membership Secretary is responsible for making sure that WTG complies with the General Data Protection Regulation (GDPR) which applied from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Members' rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Membership Secretary.

Specific use and sharing of personal information

In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about WTG activities, NODA reviews and other important notices, etc.

Your personal data will not be passed to anyone else outside the group and your email will only be given to someone outside the group with your express permission.

The lawful reasons for processing your data.

We have two lawful reasons for processing your data, which are:

- a) The administration of your membership
- b) Contacting you about the Group's activities.

You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and with whom we may be required to share it. WTG will make every effort to ensure data is only shared with organisations which are GDPR-compliant.

What information we collect, why we collect it, and who we share it with

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

Data processed as a requirement of managing your membership

Type of information	Purpose	Shared with
Members' names and email addresses	Communication with members for rehearsals, productions and WTG activities.	Other members Production directors Musical directors
Members' addresses and telephone numbers	Managing each member's membership of WTG and WTG's insurance purposes.	Committee and associated working groups Production directors Musical directors
Dates full membership commenced and ended	Managing each member's membership of WTG, and WTG insurance purposes	
Date of birth / age-related information	Managing membership categories which are age-related	
Disabilities	Provision of adequate facilities for members	
Emergency contact details	Contacting next-of-kin in the event of an emergency	Emergency services
First Aiders' names	To provide a contact point in case of emergency	Members
Chaperones' names	Child protection	Child Performance Licensing Offices

Please note data processed for compliance with insurance purposes must be kept for 30 years from the end of your membership and is therefore exempt from your right to erasure under GDPR.

Data processed with your consent

WTG will seek consent on the membership application form before processing any information as outlined below.

Type of information	Purpose	Shared with
Photos and videos of members	Display on WTG's website and social media pages and use in press releases.	With permission of the members in each instance.

Enquiries and other communications with the group

When enquiring about WTG we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the group will only be retained for a period of time appropriate to the content or request. Emails will be purged on a regular basis.

Children (under 18 years)

Parents or guardians signing the full membership form are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

The Data Controller (Membership Secretary) will process membership information electronically and hold all information on a password-protected database on a secure computer. A backup of this information will be held on a password-protected portable hard drive or USB flash drive. All passwords will meet acceptable complexity requirements.

Paper copies of data, if required, will be held at the Membership Secretary's house and kept securely. If it is necessary to transport data it will be kept secure.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

Request to see your personal information

If you wish to know what personal data WTG holds please email the Membership Secretary and he/she will respond within 14 days of the request (subject to availability).

Accuracy and retention of data

Each individual member is responsible for keeping the Membership Secretary informed of changes to their data (e.g. address/telephone number etc.). This is updated at least once a year at renewal and you are at that time authorising WTG to hold such data on file.

The data are kept on file at the Membership Secretary's home address. The data will be normally be kept for up to seven years but may be kept for a longer period for reasons of legal and civil action or other ongoing case management.

Name, address and length of membership will be kept for up to 30 years for management of historical insurance claims.

Names may be kept indefinitely for reason of historical significance, for example on trophies, plaques and other awards.

When any person holding WTG personal data no longer has a need to retain that data it shall be deleted or destroyed in a secure manner.

CCTV and photograph images

CCTV and photography may be used to record rehearsals, performances and other WTG activities and for these reasons the information processed may include visual images, personal appearance and behaviour.

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