



SEAFORD LITTLE THEATRE

small but perfectly formed

Seaford Little Theatre is a Registered Charity No: 294769

Privacy Policy For Seaford Little Theatre

Context

Like every organisation, we are required to comply with the new EU General Data Protection Regulation (GDPR), which took force from 25th May 2018 replacing the 1998 Data Protection Act. The GDPR aims to protect the privacy, rights and freedoms of all EU citizens, and places stricter requirements on organisations relating to how they process personal information. This new law will not be affected by Brexit. The UK Government is currently processing further law (the Data Protection Bill), which will enhance the provisions of the GDPR and clarify areas of it that have been left to individual states to govern.

Seaford Little Theatre is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Member or Supporter of the Society. Members pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Society. This involvement includes (but is not limited to) performance, scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography and music. Plus various social activities including attendance at performances and social events. Supporters will also include lapsed members, as such members normally wish to remain in contact with the society and may wish to renew their membership at a future date.

The Personal Information We Collect From You

Personal Information is defined as any information (data) which can be used to directly or indirectly identify a living individual. We collect basic personal details such as your name, address, DOB, e-mail address, telephone number, subscriptions and dates paid, and standing order details if applicable. For Members, we may also take your photograph and ask you for your biography and specific areas of interest that you have within the theatre eg. acting, FOH, workshop etc.

How We Use Information

We will use your information to send you newsletters, letters or emails to give you details of General Meetings, Shows, rehearsals, Production Meetings, auditions, play readings, social occasions and similar events that are likely to be of interest to you. Your name, and possibly photograph and biography, may appear in our show Programmes and newsletters. Your information may be shared with our committee members. This use is in our "Legitimate Interest". You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters. We will not share your information with other third parties without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of your information.

Your Rights

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. We will keep your information indefinitely even after you cease to be an active member or supporter of Seaford Little Theatre. We keep your information because you may resume your connection with us and take part again in our activities. However, you can ask us to remove

your personal information from our records at any time and we will immediately do so and stop sending you any further newsletters.

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 using one of the methods 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. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

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 in one of these ways:

By Phone to the Secretary: 07891691341

By Email: secretary@seafordlittletheatre.co.uk

By Post:

The Secretary

Seaford Little Theatre

4 Steyne Road

Seaford

BN25 1HA

Date: 21 June 2018