

## Market Drayton Amateur Operatic & Dramatic Society GDPR Regulations (2016) – Privacy Policy

### About this Policy

This policy explains when and why we collect personal information about our members, how we use it, how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check regularly for any amendments. Amendments will not be made retrospectively.

We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data.

### What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers & e-mail	Managing the Member's membership of the Society	For the purposes of legitimate interests in operating the Society
The contact details of adults responsible for all Junior members	Managing the Member's membership of the Society	For the purposes of legitimate interests in operating the Society
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests.
Date of birth / age related information	Managing the Member's membership of the Society	Performing the Society's contract with the Member.
Photographs & Video	Promotion and publicity	For the purposes of legitimate interests in operating the Society

### How we protect your personal data

When you fill in the form to provide your details you will see one or more tick boxes allowing you to opt in/out of consent for certain personal data e.g. photographs and video, or to place additional restrictions on their use.

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented physical and electronic safeguards and follow procedures to ensure we work in line with the Data Protection Regulations 2016.

We will never share your information with third parties unless we have your permission or are required to do so by law.

Any personal information we hold about you is stored and processed under our data protection policy in line with the Data Protection Regulations 2016. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

(Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure).

### **How long do we keep your information?**

We will hold your personal data on our systems for as long as you are a member of the Society and for as long afterwards as is necessary to comply with our legal obligations.

We securely destroy all financial information once we have used it and no longer need it.

### **Your rights**

You have rights under the GDPR:

- (a) to be informed.
- (b) to access your personal data.
- (c) to be provided with information about how your personal data is processed.
- (d) to have your personal data corrected.
- (e) to have your personal data erased in certain circumstances.
- (f) to object to or restrict how your personal data is processed.
- (g) to have your personal data transferred to yourself or to another business in certain circumstances.
- (h) not to be subject to automated decision-making including profiling.

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our [Data Protection Officer – [matt\\_r\\_baker@hotmail.com](mailto:matt_r_baker@hotmail.com)]

Reviewed February 2019

Signed ..... (Chair)