



## **Privacy Policy for Members and Supporters**

Ware Operatic 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) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters 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**

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

### **What Data Do We Collect From Members?**

We collect some of the following types of data from members (we don't collect *all* of this data on *all* members – we only collect it if it's needed):

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Postal address</li><li>• Phone number</li><li>• Emergency contact details</li><li>• Photos/video footage</li><li>• Subscription payments</li></ul>	<ul style="list-style-type: none"><li>• Gift Aid declarations</li><li>• Bank details</li><li>• Medial information</li><li>• Age /DOB</li><li>• Gender</li><li>• Criminal records check</li></ul>
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We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we will make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

### **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 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 also be shared with our committee members (who are our Society's Trustees). 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 unauthorized 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.

However, you can ask us to remove your personal information from our records at any time and we will 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 Maurice Newman our Data Protection Officer. We will take all reasonable steps to confirm your identity before providing you with the 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 to comply with legal requirements. If there will be any significant changes made to this use of your personal information in a manner different to that stated we will seek your permission first.

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request please contact Maurice Newman.