

# Wymondham Players Data Protection Policy Document Members and Supporters



May 2018

Registered Charity No 266705

Wymondham Players 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) all stage work, 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 policy also relates to prospective members who have not yet paid their membership fee.

## **The personal information we collect from you**

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions and dates paid, standing order details. For Members, we may also take your photograph and ask you for your biography.

## **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.

## **Banking**

We use electronic banking. If you claim expenses and wish to be paid by BACS we will only hold your bank details for as long as necessary to process that transaction. Any email with your details on will be deleted.

## **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 may keep your information indefinitely after you remain an active member or supporter of Wymondham Players. We keep your information because you may resume your connection with Wymondham Players 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 do so and stop sending you any further information.

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 write to 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. 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: Georgette Vale 01953 605434 or 07867 681839

By email: [Secretary@WymondhamPlayers.org.uk](mailto:Secretary@WymondhamPlayers.org.uk)

By post to: 26 Sycamore Avenue, Wymondham NORFOLK NR180HX