

# Wymondham Players Data Protection Policy Document For Trustees



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 Trustee of the Society. Trustees are elected at General Meeting or a limited additional number may be co-opted by the other Trustees

The personal information that we collect from you (in addition to the information collected as a Member) is that we hold the date of birth and home address of Trustees as this a requirement when lodging our annual report with the Charity Commission.

## **How we use information**

Your name will appear in our Report and Accounts which are filed with the Charity Commission. We will use your information to inform you of Committee Meetings and your name will appear in the minutes of these Meetings and in the minutes of General Meetings.

## **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 as a Trustee until you cease to become a Trustee but you will be aware that your name will appear on our Report and Accounts which is a public document. 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