

DATA PRIVACY POLICY FOR ERITH THEATRE GUILD LTD. AND ERITH PLAYHOUSE LTD.

About this policy

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

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

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website [Erith Playhouse - Members 'Area] or our noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

2.1 We are Erith Theatre Guild Ltd. And Erith Playhouse Ltd. To contact us use the contact points on the website

3. What information we collect and why

TYPE of Information	Purpose	Legal bases of processing
Members name, address, telephone numbers, e-mail address.	Managing Members membership of the Theatre.	For the purposes of our legitimate interests in operating the Theatre.
Date of birth / age related Information, gender.	Managing membership categories which are age related or gender related.	For the purposes of our legitimate interests in operating the Theatre.
Type of theatre activity interested in	Managing membership activities, they are interested in.	For the purposes of our legitimate interests in ensuring that we can contact those offering interest in a particular activity of the Theatre

DATA PRIVACY POLICY

4. How we protect your personal data

4.1 We will not transfer your personal data outside Erith Theatre Guild or Erith Playhouse without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

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

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4.5 Data Information will only be available to those persons controlling and manipulating the data. Other members must request the information from the Erith Theatre Guild Board of Management and will only be issued with that information as can be used within the confines of this policy

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Theatre and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

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

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 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 Erith Theatre Guild Board of Management

38-40 High Street, Erith Kent DA8 1QY

Erith Theatre Guild Ltd and Erith Playhouse Ltd, March 2018