



St Mary's Players Data Policy

This Policy was agreed at the Committee Meeting held on Wednesday 1st July 2018

With the changes to General Data Protection Regulations (GDPR) 2018, we are required to clarify what personal information we hold about individuals, why we store it and how we store it.

Regarding reasons for processing, GDPR sets out 6 lawful reasons why data may be processed. Of these 6 reasons, 4 apply to SMP. These are:

1. Consent (when a data subject gives consent freely and can opt-in)
2. Contract (in order to be able to deliver or enter in to a contract)
3. Legal obligation (where the law requires it)
4. Legitimate interests (using personal data in ways a data subject would reasonably expect and which have minimal privacy impact)

We collect data via these methods:

- Membership Application Forms
- Contact information for members of the public that have requested to be on our mailing list, or information made available to us by our box office associates or by email/written request.
- Venues and organisations with whom we work with or may work with in the future
- Contractors and suppliers

We collect data for these purposes:

- To maintain a record of current members of St Mary's Players and Page Community Association (if applicable) for auditing purposes.
- To keep members informed of show information, social events and club news.
- To keep audiences informed about St Mary's Players shows and events.
- For contractual obligations and accounting
- To keep details of next of kin for emergency contact.

GENERAL

- We do not pass on data to third parties unless the law requires us to do so, with the exception of members of Page Community Association for the purpose of membership renewal.
- You have the right to have your data removed from our records at any time without explanation.
- You have the right to request the data we store on you at any time, without cost or explanation.
- We actively monitor current data regulation and update our data policy where necessary.
- Any storage of data is kept in password protected systems or lockable storage.