



# Carver Theatre

## Privacy Policy for Existing Members

**General Data Protection Regulation (GDPR)** is a new regulation in EU law on data protection and privacy which came into effect on 25 May 2018 and has implications for how we handle your data and how we communicate with you in the future.

The Theatre already takes all reasonable steps to ensure that data collected about its members is treated confidentially. The Executive Committee members believe that we comply with current data protection legislation. However, under the new GDPR we need to tell you how the Theatre handles your personal data and explain how the changes will affect you and your relationship with the Theatre in the future.

The British Government has confirmed that application of the new rules will not be affected by the UK's proposed Brexit arrangements and we are therefore obliged to implement the new rules.

### Personal Data

Personal data is any information which allows us to identify you. The Theatre keeps the following personal data about you:

- Your name and title
- Your address
- Your landline and/or mobile phone number as provided to us
- Your email address as provided to us
- Details of membership subscriptions you have paid
- Details of any events and meetings you may have attended as noted in minutes
- Details of your interests and offers of help as provided by you
- We may retain emails that you have sent to us

Your personal data is stored on electronic devices operated by members of the Theatre's committee on a need to know basis.

Some of the data we collect may be transferred to and stored at a destination outside the European Economic Area (EEA). For example, some of our IT systems may run on servers hosted in the USA. We take all steps reasonably necessary to ensure that your data is treated in accordance with this privacy notice and applicable privacy laws.

Members' signed application forms are stored securely in a locked room. Financial information is held by the Treasurer alone and password protected.

Your name, contact telephone number(s) and email address are stored electronically in the secure members' area of the Theatre's website and updated by the Registrar and Treasurer on a regular basis. This allows other members and departmental co-ordinators to contact you.

We keep the information for as long as we deem necessary within the remit of the legislation. We may need to keep financial information for a period of six financial years after the end of the financial year in which the transaction occurred so that we can respond to any enquiries from HMRC about our income.

We only use the information we keep to help us to administer the functions of a membership-based organisation and to notify you of our latest news, activities and events. Departmental co-ordinators also use it to invite you to auditions or ask for help.

As we do now, we may occasionally also tell you about events organised by other theatres that we think may be of interest to members, but we will not pass on your information to third parties without your permission unless we are required by law to do so.

The Theatre normally informs members of such events and activities by email. Those members who do not have an email address will be contacted by post.

## **Your rights**

You have a right to

- ask us to tell you what information we hold about you at any time. You can do this by emailing: [registrar@carvertheatre.co.uk](mailto:registrar@carvertheatre.co.uk)
- correct at any time any of the information we hold about you which is incorrect or out of date (but we ask that you inform us of any changes to your contact details)
- cancel your membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of payments you have made to us (and what for) even after your membership ends as explained above.

## **How we will contact you**

At the moment, when you join the Theatre, we add your name to our mailing lists and keep you informed of the Theatre's activities. As a minimum, we will continue to contact you about your membership of the Theatre and to remind you of when your subscription is due and to send out calls for help with set building/striking; front of house, teas and bar duties; social activities and details of auditions as well as sending out the newsletter.

Please bear in mind that we will usually only contact you in the way we do now. This will usually be by email (if you have provided us with an email address) or by post. People who have provided us with an email address will receive information from us more frequently than those who have only provided us with a postal address.

We may occasionally have the need to contact you by telephone.

## **Links to other Websites**

Our website contains a link to online bookings currently provided by TicketSource. However, once you have used the link to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such site and such site is not governed by this privacy statement. Please refer to TicketSource's own privacy policy.

Likewise, we cannot be held responsible for the protection and privacy of any information which you provide whilst visiting other sites, e.g.: Facebook and Twitter.