

The Society of the Rotherfield Players - privacy policy

The Society of the Rotherfield Players will be referred to in this document as “The Players”.

We have created this policy to tell you how we use your personal data as a member of The Players.

The legal basis

For the purposes of the General Data Protection Regulation (GDPR) and UK data protection laws, the controller is The Treasurer, The Rotherfield Players, Brekon, Luxford Road, Crowborough TN6 2PW.

By becoming a member of The Players you choose to give us certain personal data such as your name and contact details so that we can use them (or process them in data protection terminology) for purposes connected with your membership. Your choice gives us legitimate interests under GPDR to process your personal data.

How we collect your information

We may collect your personal data in very limited ways, namely:

☒ Directly from you, when you fill in an application form or renew your membership, when you provide information, when you interact with us during your time as a member in various other ways (for example, when you agree to take part in an activity of The Players).

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you); ☒
- Records of your membership payments
- Records of your involvement in productions whether onstage or back stage.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your Club membership, including:
- informing you about productions and meetings
- Historical involvement in productions
- Promoting The Players and services of third parties where we believe you may be interested, but we will not provide your information to third parties.
- Storing your details on the software platform (Microsoft Access database) we use for our member management database

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of The Players.

Examples of these essential service communications are, inter alia:

- Regular newsletter
- Notice of rehearsal dates
- Subscription reminders

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Email: plays@rotherfieldplayers.co.uk

Post: Rotherfield Players, Brekon, Luxford Road, Crowborough TN6 2PW

Sharing your information with others

We do not sell or share your personal data to other organisations.

Personal data collected and processed by us may be shared with the our committee and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled;

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it.

We retain your records of current membership until such time as your membership expires (which is usually one year after your last membership period has expired). Your membership record is marked as non-member and your email address is removed from our circulation lists.

We retain a record of your involvement in productions ad infinitum for historical purposes.

Your rights

Under certain circumstances, by law you have the right to:

- ☐ Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- ☐ Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- ☐ Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- ☐ Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- ☐ Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- ☐ Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact:

The Chairman at chairman@rotherfieldplayers.co.uk

Honorary Secretary at secretary@rotherfieldplayers.co.uk

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk