



## Privacy Notice

### **Nothing's gonna harm you. Not while we're around.**

To help us run the society, Festival Players will probably need to know some details about you at some point - whether you're a member, involved in one of our productions, or even if you just want to keep up to date with our latest news.

We know how important it is to handle your personal data carefully, store it securely, and use it only when we have to or where we have your permission to do so. We're fully committed to doing that, as well as being transparent about what data we collect, how we use it, and why. You'll find details about all that laid out below.

If you have any questions about how we handle your personal data, you're very welcome to email the society secretary ([secretary@festivalplayer.org](mailto:secretary@festivalplayer.org)).

This notice was last updated on 23rd May 2018.

### **1. Who are we?**

Festival Players, is a volunteer-run musical theatre group, which performs in and around the Cambridge area. We are registered with the Charity Commission: Charity No: 802284.

### **2. What data processing do we perform and why?**

Festival Players collect different sets of personal data, for different purposes, in the course of running the society's various activities:

1. **Trustee** details, for the purpose of managing and communicating about the administration of the society;
2. **Member** details, for the purpose of managing and communicating about the administration of society membership;
3. **Audition** details, for the purpose of managing and communicating about the process to cast a society production;
4. **Production** details, for the purpose of managing and communicating about the process of staging a production, and its publicity;
5. **Supplier** details, for the purpose of managing payments and complying with our financial regulations.
6. **Marketing** details, for the purpose of promoting the society's news

### 3. What data do we collect in each category?

The following table explains exactly what data we collect in each data set:

<b>Data Set</b>	<b>Data Points</b>
Trustee	Name, email
Member	Name, email, telephone, gift aid postal address, membership history
Audition	Name, email, telephone, experience, personal attributes, photograph
Production	Name, email, phone, role, personal attributes, publicity media
Supplier	Name, postal address, invoice details
Marketing	Name, email, category of subject, record of consent

### 4. Under what grounds do we process that data and for how long?

Festival Players process each of those data sets under legally recognised grounds, and only for the amount of time required to fulfil its purpose:

<b>Data Set</b>	<b>Grounds</b>	<b>Retention Period</b>
Trustee	Legitimate Interest	For the duration of the trustee's membership of the committee.
Member	Contract & Legal Obligation	Gift aid members for up to seven years after last payment. All others for the duration of membership plus one year.
Audition	Legitimate Interest	For the duration of the associated production, plus one month.
Production	Legitimate Interest	For the duration of the associated production, plus one month.
Supplier	Legal Obligation	For up to seven years after the invoice was submitted.
Marketing	Consent	Until consent is withdrawn or email delivery terminally fails.

## 5. What are your rights over the data we hold?

It's your personal data, not ours - so we want to make sure you have full control over it.

You have ongoing rights to:

1. access any of your personal data that we hold;
2. request that we rectify any of your personal data which is incorrect;
3. request that we erase your personal data;
4. restrict our processing of your personal data;
5. object to the processing of your personal data;
6. withdraw consent, where consent was previously granted.

If you wish to activate any of these rights please contact our society secretary ([secretary@festivalplayer.org](mailto:secretary@festivalplayer.org)) or, in the case of withdrawing consent, you can follow the link at the bottom of any marketing email we send you.

Please be aware that some of your data is required to enable us to perform certain important tasks or duties connected to your relationship with us. We may advise you that erasing or restricting the use of your data; objecting to its processing; or withdrawing consent, may impact our ability in, or in some cases prevent us from, maintaining that relationship.

## 6. Associated third party data sets

There are three areas in which a third party supplier may process your data, if you choose to use the service they provide. They are:

1. **WordPress**, who host our website, collects your IP address. They do so under the following policy: <https://wordpress.org/about/privacy>
2. **WeGotTickets**, who sell tickets to some of our events, collects your personal and payment data when you check out. They do so under the following policy: <http://www.wegottickets.com/ppi>
3. **Charity Commission**, as we are a registered charity, holds the personal data of all current trustees (committee members). They do so under the following policy: <https://www.gov.uk/government/organisations/charity-commission/about/personal-information-charter>

Festival Players also uses a limited number of third party systems and applications (such as our mailing system) to help process personal data effectively and securely. For more details please contact our society secretary ([secretary@festivalplayers.org](mailto:secretary@festivalplayers.org)).

## **7. What happens if something goes wrong?**

In the unlikely event that something goes wrong, the Festival Players committee will be informed by the controller of the impacted data set. We will endeavour to contact you if you are affected as soon as possible, but certainly within one month.

If you have any concerns, you have the right to submit a complaint to the Information Commissioner's Office, details of which can be found on their website, <https://ico.org.uk>