

# Swavesey Revue and Drama Society

## DATA PRIVACY POLICY

### 1. About this Policy

1.1 This policy explains when and why we collect personal information about members, other participants in our events and prospective audience 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 Privacy Policy and as described at the time when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [[www.swaveseyradsoc.org.uk](http://www.swaveseyradsoc.org.uk)] 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](http://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 Swavesey Revue and Drama Society; also known as Swavesey RADSOC. We can be contacted at [listadmin@swaveseyradsoc.org.uk](mailto:listadmin@swaveseyradsoc.org.uk) and via the “Contact us” form on [www.swaveseyradsoc.org.uk/contact-us](http://www.swaveseyradsoc.org.uk/contact-us).

### 3. What information we collect, when and why.

Type of information	When collected	Purposes	Legal basis of processing
Participant’s name, contact address, telephone number(s), e-mail address(es).	At the time you become a member or agree to take part in one of our events.	Advising members and other participants of society events; including, but limited to, auditions, rehearsals, meetings, performances and social events.	Contract.
Dates of birth and other age-related information of under 17’s in performances	At the time you agree to take part in one of our events.	To comply with the Children (Performances and Activities) (England) Regulations 2014	Legal Obligation.
Name, contact address, telephone number(s), e-mail address(es) of parents of under 17’s in performances.	At the time an under-17 agrees to take part in one of our events, or sometime later but before an event.	To comply with the Children (Performances and Activities) (England) Regulations 2014	Legal Obligation.

Type of information	When collected	Purposes	Legal basis of processing
Medical conditions of under 17's in performances.	At the time you agree to take part in one of our events, or sometime later but before an event.	To comply with the Children (Performances and Activities) (England) Regulations 2014	Legal Obligation.
Photos and videos of rehearsals or performances	During a rehearsal or performance. You consent to this at the time you become a member or agree to take part in one of our events.	For uploading to a website or for other publicity; for training; and for displaying during performances	Consent.
Customer's name, contact address, telephone number(s), e-mail address(es).	At the time you enquire about booking tickets, or actually book tickets, for one of our events	To manage the allocation of seats for a performance and to advise customers of changes	Contract.
Name, contact address, telephone number(s), e-mail address(es) of previous customers and other individuals who have shown interest in our events.	At the time you enquire about booking tickets, or actually book tickets, for one of our events or ask us to keep you informed of our events	Direct marketing to advise of our forthcoming events or forthcoming events of a similar nature to our own. We will normally send no more than two messages per event and no more than 12 messages per year.	Legitimate Interest

#### 4. How we protect your personal data

4.1 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.

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

4.3 For any payments which we take from you online we will use a recognised online secure payment system or will use a third party who uses such a payment system.

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

## **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 we are required to do so by law or as set out in the table above or in paragraphs 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 sell tickets, print programmes and send you mailings). We do this for the purpose of our legitimate interests in running events. 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. It is possible that third parties may themselves engage others (subprocessors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used 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, potential member or individual who is potentially interested in our events and for as long afterwards as it is in the our legitimate interest to do so or for as long as is necessary to comply with any 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 may retain your personal data in an archived form in order to be able to comply with future legal obligations.

6.2 Medical information about under 17's will be destroyed no later than six months after the legal requirement to keep it has expired.

## **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 [listadmin@swaveseyradsoc.org.uk](mailto:listadmin@swaveseyradsoc.org.uk)

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