

# WILLINGTON PLAYERS

## Drama Society Data Privacy Policy

### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our 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 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 [willingtonplayers.org.uk](http://willingtonplayers.org.uk) regularly for any amendments (such amendments will not apply retrospectively).
- 1.4 We will always comply with applicable UK Data Protection legislation including 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 the **Willington Players**. We can be contacted via our website.

### 3. What information we collect and why

Type of Information	Purposes	Legal Basis of Processing
Your name, address, telephone numbers, email addresses	Managing your membership	Performance of the society’s contract with you. Our legitimate interests in operating the society.
Your name, address, telephone numbers, email addresses	To send you communications where you have provided us with consent to do so	Consent given by you
Photographs and videos featuring members of the society	To take photos and videos where you have provided us with consent to do so	Consent given by you
You are free at any time to change your mind and withdraw your consent. The consequence might be that the society will not be able to do certain things for you.		

### 4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the European Economic Area without your consent.

- 4.2 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.
- 4.3 Please note, however, that where you are transmitting information to us over the internet, then given the internet is not a secure medium, we cannot definitely guarantee the security of this information.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 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 required to do so by law or as set out in the table in paragraph 3 above.

**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 of the society.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

**7. Your rights under applicable data protection law**

- 7.1 The right to be informed about our processing of your personal data
- 7.2 The right to have your personal data corrected if it is inaccurate and to have incomplete personal data completed.
- 7.3 The right to object to processing of your personal data.
- 7.4 The right to restrict processing of your personal data.
- 7.5 The right to have your personal data erased (the “right to be forgotten”)
- 7.6 The right to request access to your personal data and information about how we process it
- 7.7 The right to move, copy or transfer your personal data (“data portability”)
- 7.8 Rights in relation to automated decision making including profiling (Please note: This individual right is not deemed applicable for the purposes of how the Wellington Players will be using your personal data)
- 7.9 If you wish for us to erase your data as outlined in paragraph 7.5 above then please contact us via our website
- 7.10 If you have any concerns about how we process your personal data please contact us at via the website

7.11 You also have the right to take any complaint 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 our Data Protection Officer: Hon. Secretary, Willington Players