

GDPR Privacy Notice

1. Introduction

Matlock Musical Theatre is committed to protecting your personal information and respecting your privacy. This privacy notice sets out the basis on which any personal data that we collect from or about you, or that you provide to us, will be processed by us.

For the purpose of the General Data Protection Act (GDPR) the data controller is Matlock Musical Theatre. We may update this privacy notice from time to time. Please check back regularly to see any updates or changes.

2. Data Protection Contact

The contact details for any data protection queries is via our website at:

www.matlock-musical-theatre.org.uk

3. Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

4. Particulars of processing

We process personal data about members and those individuals or organisations associated with the production and promotion of a show. See appendix for details of the data held about you.

5. Your rights as a data subject

The General Data Protection Regulation provides the following rights (subject to some exemptions):

- The right to request access to the personal data we hold about you.
- The right to request rectification of the personal data that we hold about you.
- The right to request erasure of the personal data we hold about you.
- The right to request restriction of processing about you.
- The right to object to processing.

- The right to data portability.

If you wish to raise a complaint on how we have handled your personal data, please contact us via one of the committee members or through the website.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) full contact details for which can be found at <https://ico.org.uk/global/contact-us/>

6. How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- where we need to protect your interests (or someone else's interests).
- where it is needed in the public interest (or for official purposes).

We will generally process your personal data for contractual necessity in providing membership services and events. We may also use personal information for additional relevant and related purposes where you might reasonably expect us to do so, where the benefits of doing so are not outweighed by your own interests or fundamental rights or freedoms. This may include:

- To maintain our records and other administrative purposes, including updating your details and preferences
- To assist with queries, complaints and dispute resolution
- For communications related to membership such as invitations to auditions, rehearsals and other Matlock Musical Theatre events.
- To assist with upholding our society constitution and taking action in cases where there may be a breach of the rules or codes of ethics

In the very unlikely event that we intend to use your personal data for marketing purposes, we will ask for your direct consent. Where our processing of personal data is based on your having given consent, you have the right as a data subject to withdraw consent at any time. If you wish to invoke this right, please notify us using the contact details in section 2.

You have the right to lodge a complaint with a supervisory authority. In the United Kingdom the supervisory authority is the Office of the Information Commissioner, full contact details for which can be found at <https://ico.org.uk/global/contact-us/>

7. Recipients of data

We may use service providers (for example costumiers) to help us provide you with our services. Personal data may be transferred to such a service provider who act for, or on our behalf, for further processing in accordance with the purpose(s) for which the data was originally collected or may otherwise be lawfully processed.

Such third parties have contracted with us as data processors under the requirements in the GDPR. They are contractually bound to only use personal data for the agreed purpose(s). Relevant persons working for these third parties will have access to your personal data under the terms of the data processor contract, but only to the extent necessary to perform their services for us. These data processors agree to implement reasonable contractual and technical protections, to keep your data confidential, not sell your personal data to third parties and not to disclose your personal data to third parties except as may be required by law, as permitted by us or as stated in this Privacy Policy.

In appropriate circumstances we may disclose data to authorised bodies as required by law.

Appendix

List of personal data processed:

- Name
- Address
- Email Address
- Telephone Number

We process your data for the following purposes:

- Provision of membership services such as Administration and transactional communications relating to membership (Contractual Necessity).
- Upholding the society's rules (Contractual Necessity).
- Contacting you regarding newsletters, invitations and information about society events, meetings [etc] (Legitimate Interests).

Where do we obtain your personal data from?

The above data is received direct from you (the data subject).

How long do we hold your personal data for?

Personal data will be retained in accordance with statutory requirements for any insurance liabilities.

Are you obliged to provide us with your personal data?

You are not obliged to provide the personal data in question. However, if you do not provide the personal data, we will be unable to perform any contract we may have with you for the provision of membership services.