

# **The WHIPS**

**(Including the Whippets and The WHIPS Youth Theatre )**

**PRIVACY NOTICE FOR MEMBERS (Version 25<sup>th</sup> May 2018)**

The WHIPS including its sub groups of the Whippets and the WHIPS Youth Theatre, is committed to protecting your personal information. The society is committed to upholding the General Data Protection Regulations and the principles and good practice set out within them.

This Privacy Policy relates to our use of any personal information we collect from you when you become an Individual Member or Family Member or Friend of the Society. Members, families and friends pay an annual membership subscription (relevant to their membership level) and Supporters are individuals who are involved in supporting the activities of the Society. This involvement includes (but is not limited to) scenery construction, costumes, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters also include lapsed members, as such members normally wish to remain in contact with the society and may wish to renew their membership at a future date.

## **What data do we hold?**

We hold basic personal details such as your name, address, phone number(s), date of birth (only in relation to committee members and members under 18 years for Child Protection purposes) and e-mail addresses.

## **How we use the information**

We will use your information to e-mail you newsletters (e.g. "Stage Whispers"), to give you details of play readings, detail of productions and events, rehearsals, production meetings and other events likely to be of interest to you. This includes those of you who are a member of cast or crew of a production.

If you are a member of cast or crew we will obtain your written consent for your photo to be used in publicity including social media i.e. Facebook and the WHIPS website.

We will not share your information with other third parties.

### **Security**

All information you give us is stored securely to protect against any unauthorised access or damage to, or disclosure or loss of your information. This is all held electronically. If a data breach does occur you will be informed as soon as possible and the Information Commissioner's Office (ICO) will be informed.

### **Your rights**

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date

You have the right to request a copy of all the personal information held about you. You can also have your personal information removed from our records at any time by contacting us.

### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time for example to keep up to date or to comply with legal requirements.

### **How to contact us**

For any questions or concerns to this Privacy Policy or our data protection practices please contact us by using the enquiry form on the WHIPS website.

Link: <http://horsleyamdram.org/contact-us>