

## **Data protection policy**

### **1. Policy statement**

- 1.1 Wimborne Community Theatre (WCT) is committed to a policy of protecting the rights and privacy of individuals, members, volunteers and others in accordance with the Data Protection Act 1998.
- 1.2 As a matter of good practice, other organisations and individuals working with the WCT, and who have access to personal information, will be expected to have read and comply with this policy. We will ensure that such organisations/individuals will be made aware of the policy and agreeing to abide by it when they are contracted to work with WCT.

### **2. Legal Requirements**

- 2.1 Data is protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge, and, wherever possible, is processed without their consent.

### **3. Purpose of data held by WCT**

- 3.1 Data may be held by us for the following purposes:
  - a) Members administration
  - b) Consultants/artists administration
  - c) Fundraising
  - d) Realising our objectives
  - e) Accounts & records
  - f) Advertising, marketing & public relations
  - g) Information and databank administration
  - h) Journalism and media
  - i) Processing for not for profit organisations
  - j) Research
  - k) Volunteers

### **4. Data protection Principles**

- 4.1 In terms of the Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data is, or are to be, processed. We must ensure that we have:

- a) **Fairly and lawfully processed personal data**  
We will put our logo on all our formal paperwork, stating our intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.
- b) **Processed for limited purpose**  
We will not use data for a purpose other than those agreed by data subjects (group members, volunteers and others). If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use to abide by The Data Protection Act 1998 and our Data Protection Policy.
- c) **Adequate, relevant and not excessive**  
WCT will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data is held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.
- d) **Accurate and up-to-date**  
We will provide our members (group members, volunteers and others) with a copy of their data once a year for information and updating where relevant. All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us is accurate and up-to-date. If an appropriate form (provided by us) is completed we will assume that the data contained in it is accurate. Individuals should notify us of any changes, so that we can update their records accordingly. We will act upon notification of changes to data, amending them, where relevant.
- e) **Not kept longer than necessary**  
We will hold your data until you advise us you wish it to be removed. We will ask you every year whether your data we hold is correct and whether you wish us to continue to retain your record.
- f) **Processed in accordance with the individual's rights**  
All individuals that WCT hold data on have the right to:
- Be informed upon the request of all the information held about them within 40 days.
  - Prevent the processing of their data for the purpose of direct marketing.
  - Compensation if they can show that they have been caused damage by any contravention of the Act.
  - The removal and correction of any inaccurate data about them.
- g) **Secure**  
We will take all reasonable measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

Our contact database and related documents eg membership and subscription registers are password protected, which allows members of the steering group and those authorised by the steering group to have access personal data. All personal and financial data is kept in securely by the authorised users eg on their own devices there being password authentication. Outgoing authorised users will be asked to confirm that they have deleted the WCT personal data records.

**h) Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.**

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. The WCT takes particular care to be aware of this when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a web site that can be accessed from outside the European Economic Area.

This policy was adopted on: 10.12.15

Next review date: December 2018.