

Data Protection Policy

We are committed to safeguarding the privacy of your information. We need to collect and use personal data about people for us to operate. By 'your information' we mean any information about you that you provide to us. This could be your name, address, telephone number and email address.

An organisation that handles Personal Data and makes decisions about its use is known as a Data Controller. Wimborne Community Theatre, as a Data Controller, is responsible for ensuring compliance with the Data Protection requirements outlined in this policy.

The policy is based on the requirements covered in the General Data Protection Regulations 2018 which are incorporated in the Data Protection Act 2018 and is underpinned by six principles that need to be followed to ensure full compliance with the Act. They are that Personal Data shall be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, is erased or rectified without delay.
- Kept in a form which permits identification of individuals for no longer than is necessary for purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Your rights under the data protection principles include:

- The right to be informed
- The right of access to personal information
- The right to request rectification
- The right to request erasure
- The right to restrict processing in certain circumstances
- The right to data portability
- The right to object to processing

Our commitment is that:

- We will only collect and use your information where we have lawful grounds and legitimate business reasons to do so. This may be where a production, for which you have purchased tickets has been cancelled or the date changed, or a forthcoming event which we feel may be of interest to you. We may also share personal data amongst those involved in a

particular project including members of WCT, volunteers or those contracted to provide services to us for the project or event.

- We will not ask for more information than we need for the purposes for which we are collecting it and that your consent is explicitly and freely given and recorded. In some circumstances your consent will be deemed to be implicit eg if you provide us with a CV.
- We will provide you with a copy of the data held about you on request.
- We will update our records when you inform us that your details have changed
- We will continue to review and assess the quality of our information regularly
- We will adhere to our data retention schedule (appendix 1) and dispose of your data securely at the end of the appropriate retention period unless the steering group agree to alternative periods in the interests of WCT.
- We will observe the rights granted to you under applicable privacy and Data Protection laws, and will deal with queries relating to privacy issues promptly and transparently
- All those responsible for the processing of personal data will be made aware of and comply with our privacy obligations
- We will have appropriate physical and technological security measures to protect your information regardless of where it's held
- When we outsource any processes, we will establish that the supplier has appropriate security. If you subscribe to our email subscribers list, we use
- Mailchimp so that we can update you about our news and events. We may also use platforms like Survey Monkey to get feedback/evaluations.

We also have a privacy policy statement primarily aimed at data we collect on our website and how we use it.

We will not transfer your data to countries outside the European Economic Area without the explicit consent from you. We take 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 website that can be accessed from outside the European Economic Area.

Any queries or concerns regarding this policy, should be emailed to wimbornect@gmail.com or post to Wimborne Community Theatre, c/o Allendale House, Hanham Road, Wimborne, Dorset BH21 1AS.

Revised and approved by WCT steering group 6.9.18