

# BAMPTON PLAYERS

## Privacy Policy

Bampton Players, ' the Players' collect and may use information from members, supporters and volunteers for the dissemination of information, news and other items that may interest members, volunteers and supporters. In addition, it may occasionally be required, by law, to collect and use information of this kind to comply with any specific legislation.

The information collected and stored on each member, volunteer or supporter by the Players Membership Secretary. It is based on data supplied by the member, volunteer or supporter and may be all or some of the personal detail below:

- Name
- Phone number
- Email address or if no email address
- Postal Address
- Next of kin contact details

This personal information must be dealt with properly, however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the General Data Protection Regulations 2018.

The lawful and correct treatment of personal information by the Players is fundamental to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that the personal information is treated lawfully and correctly.

The information will only be used for:

- Communicating news and other matters of interest to members and supporters
- Shared amongst fellow register members, supporters or volunteers and supporters, if and when necessary and with the owners authority.

To this end we fully endorse and adhere to the Principles of Data Protection, as enumerated in the General Data Protection Regulations 2018.

Specifically, the Principles require that personal information:

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- Shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;

- Shall be accurate and, where necessary, kept up to date;
- Shall not be kept for longer than is necessary for that purpose or those purposes;
- Shall be processed in accordance with the rights of data subjects under the Act;
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Shall not be transferred to a country or territory outside the European Economic Area unless that Country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Therefore, the Players will, through appropriate management, strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information;
- Meet its legal obligations to specify the purposes for which information is used;
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of information used;
- Apply strict checks to determine the length of time information is held;
- Ensure that the rights of people about whom information is held, are able to be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken, the right of access to one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong information.);
- Take appropriate technical and organisational security measures to safeguard personal information;
- Any data on persons under the age of 16 will only be retained with the authority of a parent or guardian;

In addition, the Players Committee will ensure that:

- There is someone with specific responsibility for data protection in the organisation;  
Currently this is Sue Shaw, contactable through [sue.shaw.wx@gmail.com](mailto:sue.shaw.wx@gmail.com)
- That the Players Membership Secretary is the principle data processor

Any other member of the Players that has occasion to handle personal data must:

- manage and handle personal information understanding that they are contractually responsible for following good data protection practice;
- are appropriately trained to do so;
- be appropriately supervised;
- that wishes to make enquiries about handling personal information knows what to do;
- ensure queries for personal information are promptly and courteously dealt with;
- that the methods of handling personal information are clearly described;
- that a regular review and audit is made of the way personal information is managed;
- that the methods of handling personal information are regularly assessed and evaluated;
- ensure the performance with handling personal information is regularly assessed and evaluated
- ensure that every 12 months the Players confirm that their data base is correct and up to date and people still agree for their personal data to be retained.

Personal information about Members, Supporters and Volunteers is stored:

- electronically by the Players Membership Secretary. This data is stored in a secure area of the Players Google Drive and is only accessible to the Players through permission of the Players Secretary or .Players Membership Secretary

**ALL the data collated is not stored on any public web site and will never be transferred outside the UK.**

### **Release of personal information**

All broadcast electronic communications sent out to members, supporters and volunteers will be sent via 'BCC' thereby not disclosing every email address to all.

The Players reserves the right to publish a list of its current membership as at 1<sup>st</sup> January each year, restricted to members, supporters and volunteers only. This list contains the name, email address of each member, unless the Member, Supporter or Volunteer has requested his/her email address or other details other than name to be omitted.

No personal information will be supplied to any other organisation or any of our stakeholder groups without specific authorisation from the member, supporter or volunteer.

Any member, supporter or volunteers or third party requesting personal data will not be processed until authority is granted by the appropriate member, supporter or volunteer.

Postal addresses and phone contact details of member, supporter or volunteers are not released to third parties, either electronically or via printed lists or labels unless authorised by the member, supporter or volunteer themselves.

### **PHOTOGRAPHS**

General photographs that may have images of personnel taken during the course of productions may be used for the purposes of promotion or in a newsletters. However, any specific photographs of people that are to be published openly, will need their authority and for photographic images of any person Under 16 will require written permission of their parent or guardian.

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Reviewed and updated: 10/2/2024