

Shinfield Players Theatre Privacy Notice and Policy - November 2024

Shinfield Players Theatre is committed to protecting and respecting your personal information and privacy. Our Privacy Notice has been developed in accordance with the General Data Protection Regulations (GDPR) 2018. This notice relates to our use of any personal information we collect from you when you become a member (or associate member) of the theatre. It explains when and how we collect personal information, how we use it, how long we keep your information, the conditions under which we may disclose it to others and your rights in relation to your personal data.

Personal Information

We collect basic personal details such as your name, address, e-mail address, telephone number and bank details. If you are involved in productions, we may also take your photograph and ask you for your biography.

Please let us know if your personal information changes, as it is important that the information, we hold about you is accurate and up to date. We will keep your information whilst you are an active member or supporter of Shinfield Players Theatre.

How We Use your Information

We will use your information to send you newsletters, letters or emails to give you details of Shows, Audition dates, Rehearsals, Production Meetings, Social Events, Committee Meeting dates and the date of the Annual General Meeting. Your information may also be shared with our committee members (who are our Society's Trustees) so that they can keep you informed of urgent or important information.

Your name, and possibly photograph and biography, may appear in our show programmes which are public documents and our newsletter 'Boardtreader' which is circulated to our members and supporters.

Cast names may be circulated on social media or in show advertising.

Who Has Access To Your information?

Only authorised Trustees and authorised theatre personnel have access to your data for the purposes of keeping you informed about theatre business and for running productions.

We will not share your information with other third parties without your consent.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We will not release your information to third parties unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Your Rights

You have the right to ask us to remove your personal information from our records at any time and we will do so and stop sending you any further communications.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

How long will we hold your personal information?

We will retain your personal data and membership details whilst you are a member of Shinfield Players Theatre, and for 6 years after the current year if you claim Gift Aid. We will delete personal data when it is no longer needed, or it is no longer reasonable to retain it.

We will retain your contact details for Front of House and Boardtreader emails until you request your details are removed or until mail delivery error.

Security

We will put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of your information.

Changes to This Privacy Policy

We may amend this Privacy Policy, for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information, we will seek your permission first.

Contact Us

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us.

Email: dpo@shinfieldplayers.co.uk

Post: Shinfield Players Theatre, Whitley Wood Lane, Reading RG2 9DF