



## *Faringdon Dramatic Society*

### **Privacy Policy**

The EU General Data Protection Regulation (GDPR) will apply from 25 May 2018, when it supersedes the UK Data Protection Act 1998 (DPA).

#### **Under this regulation:**

- You must give positive consent for us to send you any marketing material.
- You must be told the reasons for storing your personal information and how it will be used.
- You must be told how it will be stored and the precautions taken for its security.
- You have the right to see, request amendments or have total removal of any information about you, and without charge.

#### **Storage and security:**

Any form you fill in (paper or electronic) will be stored as evidence of your consent (if given) to store your information and to include you on our mailing lists. These items will be permanently stored and maintained on a single private computer with regularly updated protection. Your information will not intentionally be shared with any third parties.

#### **Purchasers of tickets from the website:**

When you purchase tickets for a performance from our website you may consent to your email address being stored on a mailing list. This list will be used to contact you if there are any problems with your purchase and to inform you of our future productions. Your email address will not intentionally be made available to anyone other than our data controller for the purpose mentioned above.

#### **Contact via our website:**

When you contact the society via our website (other than for tickets) the information you provide may be passed on where relevant and requested to some or all our members. With your permission your email address and name or organisation if relevant may be added to a mailing list. This may be a 'potential

members list' or other 'interested parties' list for the sole purpose to inform you of our future productions or other activities.

### **Members of the Society:**

As members of the society you must consent to the storage of the details that you provide on a spreadsheet and your email address on relevant mailing lists. This information will only be available to other members when requested for genuine purposes of the society. Such purposes will usually be to enable them to contact you regarding a performance or other society activity in which you are involved, or which may be of interest to you. You must also agree that should you receive such information that you will not pass it on to anyone else. This includes using the hidden Bcc field for email addresses when emailing a group of people.

Details of lapsed members may be kept for some time and used on a mailing list unless a request is received for removal.

### **Website and other media content:**

When you take part in a performance, you must become a member of the society and agree to the use of personal details (name, photos, history, etc.) where relevant on our website, programme or other publications produced by the society. Photographs of children under 18 will not be identifiable by name, and signed consent will be required from the child and countersigned by a parent/guardian by way of a printed application form. For more details concerning photography in general please see our [Photographic Policy](#).

### **Your rights under the act:**

You have the right to see, request amendments or have total removal of any information about you which is held by the society.

The following sentence is provided at the bottom of all emails. "Please click here if you wish to [unsubscribe](#) from our mailing list." For anything else please contact me via the website about any concerns that you may have.

It is currently unclear how the new regulations will affect the legacy content of a website as records of contact details and permissions have not been kept. Much of the information on our website is historical and of great value to our society records. Having given your prior permission for publication it is hoped that you will not exercise 'your right to be forgotten'. It would be very difficult

and damaging to do this, so if you have any concerns please look carefully and contact the society via the website to open a discussion on the matter.