Wilstead Players Data Protection Policy

The Wilstead Players is a local amateur drama group performing various theatrical
productions annually. It is a not for profit organisation and retains certain information
about its Members, Patrons and Supporters, to meet its objectives and to comply
with legal obligations.

The organisation is committed to ensuring that any personal data is dealt with in line
with the Data Protection Act 1988 and the General Data Protection Regulation 2018.
To comply with the law, personal information will be used fairly, stored securely and
not disclosed to any other person unlawfully.

In line with the Data Protection Act 1998 and the General Data Protection Regulation
2018, the organisation will ensure that personal data:
• Is obtained fairly and lawfully and for a specific and lawful purpose
• Is adequate and relevant, but not excessive
• Is accurate and up-to-date
• Will not be held longer than necessary
• Is processed in accordance with the rights of data subjects
• Is subject to appropriate security measures.
Wilstead Players processes the following personal information:
Committee members Names, email addresses and telephone numbers
Patrons and Supporters Names and email addresses
Wilstead Players will ensure that data:
• Will not be sold to companies or given to public organisations. Personal data
of Committee Members (names, emails and telephone numbers) will only be
passed to other members of the Committee to enable appropriate provision of
communication
• Will be accurate and kept up to date
• Will be erased from the files when that person is no longer involved with the
organisation or when expressly requested
• Will be retained in a secure place and, where relevant, on a computer which is
password protected.

**Procedure for implementing the Data Protection Policy**

1.Privacy Notice
The following privacy notice will be added to the Wilstead Players’ website
Wilstead Players will retain personal and other relevant data for as long as is
necessary to communicate between Members, Committee Members, Patrons and
Supporters of Wilstead Players. This information will be held securely and shared
only with those associated with the Players. This information will not be shared with
outside agencies, but Wilstead Players reserves the right to use the contact details to inform you of activities within the organisation.

2. Informed Consent
At the point of engagement with the Wilstead Players, new Members will be asked to
give their explicit consent to Wilstead Players’ appropriate use of their data. The
following statement will appear on all hard copy and online application forms:
I hereby give my consent to Wilstead Players to retain and use the personal data I
have supplied in relation to my membership in line with the General Data Protection
Regulation 2018 and its own Data Protection Policy. I understand that my data will
be erased from the files of Wilstead Players within two months of the cessation of my
membership of Wilstead Players.

3. Data Protection Officer
It is neither appropriate nor necessary for Wilstead Players to appoint a Data
Protection Officer. However, responsibility for ensuring compliance with the General
Data Protection Regulation lies with the Committee. It is anticipated that any issues
from Members will be directed in the first instance to the Chairman/Secretary who
will report to the Members of the Committee.

4. Subject Access Requests
Subject access requests should be submitted in the first instance to the
Chairman/Secretary of Wilstead Players. All requests will be dealt with within 28
days and there will be no charge.

5. Data Breaches
Any instance of a data breach should be submitted to the Chairman/Secretary who
will refer the matter to the Committee. The Committee will nominate one of their
number to investigate the matter.

6. The Controller of Information
The Controller of information held by Wilstead Players shall be the Chairman of the
Wilstead Players’ Committee.

7. The Processor of Information
The Processor of information held by the Village Hall shall be the Chairman of the
Wilstead Players’ Committee.

**Appendix 1: Information held by Wilstead Players**

Retained electronically and in hard copy:
Members
Committee Members
Patrons
Supporters

May 2018