

Association of Community Theatre – Data Protection Policy

Introduction

The new General Data Protection Policy (GDPR) legislation comes into effect on 25 May, 2018. This document describes the response to the legislation by the Association of Community Theatre.

Lawful Basis for Data Collection

Our lawful reason for holding members data & Consent.

1. Personal data is provided by members on their Membership Application Form, where they may choose what data they wish to share with the group.
2. These forms will be retained as confirmation of this for as long as the individual maintains their membership, and for one year after the end of the period to which their membership relates.
3. All members will be told when they join the group that their personal data will be processed by computer.

Data Processing

Data will only be used in connection with the Association of Community Theatre events and newsletters:

1. Maintenance of membership records
2. Recording of bookings for workshops or other Association organised events.
3. Distribution of newsletters and other information relevant to the Association of Community Theatre.
4. Insurance purposes.

Data is adequate, relevant and not excessive

Personal data held about members will be restricted to:

1. Name
2. Address
3. Telephone number
4. Mobile telephone number
5. Email address
6. Renewal date

Data is accurate

1. The data will be obtained from members themselves and will be recorded accurately.
2. Members are responsible for notifying any changes to the data.
3. If any data is found to be inaccurate, any corrected data will be verified with the member.

Data is Secure

1. Reasonable efforts will be used to protect members' data using encryption and password protection as appropriate.
2. Membership lists will only be made available to the Association of Community Theatre committee members for use only on legitimate group matters and retained only for so long as they remain committee members.
3. Members email addresses will not be held in committee members' personal email accounts but will be only be kept by the Association Membership Secretary.
4. The distribution of mass E-mail messages will use a 'blind copy' technique so that email addresses are kept secure.
5. Paper records will be kept in such a way that they cannot reasonably fall into unauthorised hands.