

Worcester Musical Theatre Company

Registered Charity No. 508730

Data Protection Policy Statement

1. What this Policy Statement covers

Worcester Musical Theatre Company (WMTC) is committed to protecting personal information and observing its statutory duties regarding data protection. This policy statement explains how we collect and use personal information.

2. What WMTC is

WMTC is a registered charity with the objective of educating and developing public appreciation of the dramatic and operatic arts.

WMTC is affiliated to the National Operatic and Drama Association.

WMTC operates a website at www.worcestermusicaltheatre.co.uk on which this and other policy statements can be found.

WMTC is registered for data protection purposes with the Information Commissioner's Office under registration reference A 8201243.

WMTC is a data controller under applicable data protection rules and the Data Protection Officer at the date of this notice is the Hon. Business Manager, contactable at worcestermusicaltheatrecompany@gmail.com. He may be succeeded by another person subsequently elected or co-opted to this post or by another member of the WMTC committee.

3. Information WMTC gathers and how it is used

WMTC collects information in the following ways:

1. Patrons, who may also be members or supporters, give WMTC (through a booking form), their name, address, telephone number and email address to enable contact by WMTC's Hon. Ticket Manager for notification of forthcoming shows and the reservation of and payment for show tickets before they go on sale to the general public.
2. Members give WMTC (through a membership application form) information which may include, inter alia, name, address, email address, phone number, name of any husband, wife or partner, and day of birth. This data will be used to enable the member to receive the full benefits of membership including (where applicable):
 - i. Being a member of the cast or company
 - ii. Being a part of the social programme
 - iii. Receiving the Billboard
 - iv. Having name and photograph in the billboard, show programme and other publicity material

3. Supporters who are not members but may be part of the company and/or receive the Billboard and other communications about WMTC activities will have given the WMTC Show Administrator an email address so as to enable them to be contacted about WMTC's activities.
4. WMTC may also need to use information to comply with any applicable legal and regulatory requirements and good practice, acting always in accordance with applicable data protection law (as amended from time to time).

4. Information Sharing and Disclosure

WMTC and its Officers and committee members will not share personal information with any third parties for marketing or other purposes except where under a duty to do so in order to comply with a legal obligation, or to protect the rights, property or safety of WMTC, its members or others.

5. Keeping records

WMTC will take all steps reasonably necessary to ensure that data is treated securely and in accordance with this Policy Statement.

Records will be kept only for as long as is required to give service to patrons, members and supporters and such retention will not exceed the first anniversary of ceasing to be a patron, member or supporter.

Printed and manuscript records will be stored in a secure manner, and electronic records will be held on password protected computers, at the homes of the relevant Data Controllers as follows;

Members Hon. Membership Secretary and Hon. Membership Treasurer.
Supporters Hon Show Administrator.
Patrons Hon. Ticket Manager.

The only personal data shared by members at large will be the names of current members and honorary members.

With respect to members who are part of the cast or non-member supporters who are part of the company, email addresses will be available to all members of the show production team to enable them to carry out their duties in the production of the show.

Detailed personal information will be available to the Officers of WMTC, and on an as needed basis to other committee members solely for the purposes of enabling them to carry out their duties and they are required not to divulge these details to any other member nor to any third party outside the membership of WMTC. .

Any reasonable request by a member for detailed information about any other member, say for an address or telephone number, should be addressed to the relevant Data Controller who will deal with it appropriately.

By acceptance of the terms of this Policy Statement, members, supporters and patrons agree that personal information may be stored and used in the manner stated.

7. Your rights and obligations

By contacting the relevant Data Controller or the Data Protection Officer via email or letter, members, supporters and patrons have the right to:

- i. Have any inaccuracies in data corrected;
- ii. Request that their personal data be deleted;
- iii. Unsubscribe from any of our mailing lists at any time;
- iv. Object to the processing of data on grounds relating to a personal situation.
- vi. Request a copy of the personal information WMTC holds about them.

It is incumbent upon a patron, member or supporter to destroy any data covered by this policy statement within a reasonable time of ceasing to be a patron member or supporter or upon the reasonable request of the Data Protection Officer.

6. Changes to this notice and the way we treat personal information

WMTC may update the terms of this Policy statement at any time and if there are any significant changes they will be communicated by email to affected individuals.

8. Enquiries and Complaints

The Data Protection Officer is the first point of contact regarding any enquiries or complaints arising from this Policy Statement.

If a member, supporter or patron is unhappy with something that WMTC has done or failed to do, please inform the Secretary in writing. Receipt of all complaints will be acknowledged and WMTC will endeavour to investigate the complaint within 15 working days and in any event within one month after receipt.

Complaints can also be made directly to the Information Commissioner's Office using their online form which can be found at : <https://ico.org.uk/concerns/handling/>.

25 May 2018