

St Pauls Musical Theatre Company (St Pauls MTC) Data Protection Policy under GDPR

The EU General Data Protection Regulations (GDPR) includes rules on giving privacy information to data subjects more detailed and specific than in the Data Protection Act and place an emphasis on making privacy notices more transparent and accessible.

The Data Controller

St Pauls MTC is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR)

Information We Collect

We collect information in two ways.

Directly provided data – When you audition for the group and/or become a member. Personal data can include name, address, telephone number, private email address. Student members under the age of 16 will also include date of birth, school details, parent/guardian details and consent.

Indirect via website/social media.

Depending on individual privacy settings, information relation to location data, IP address, photos, may be present on the St Pauls website and face book/twitter pages.

St Pauls MTC will not request or hold any sensitive personal data relating to racial or ethnic origin, religious or political beliefs, sexual orientation or health, unless this is deemed necessary for Health & Safety and/or protection of the individual or group. If this is required, agreement and consent will be specifically discussed and obtained by both parties.

How Your Information Is Used

The purposes for the processing this information is:

- Administering finance (e.g. membership fee and rehearsal levy)
- Providing members with information (e.g. rehearsals, show dates, show requirements)
- Providing operational information (which may include liaison with Director, Musical Director and Choreographer.
- Promoting our productions and events
- Ensuring members safety and security

Information will be passed onto the Local Council for the purposes of obtaining performance rights for student members under the age of 16, parental consent will be required.

Personal data will be included in performance programmes and publicity and may include names, ages and photographs.

Processing is necessary for the activities of the group and for information for the groups public performances. No information will be passed onto 3rd parties other than for its legal obligation to Local Authorities.

Individuals Rights

You have the right to withdraw personal information at any time. Requests can be made via email to Secretary stpaulsmtcsecretary@gmail.com or by post to The Chairman (Mr A Turner) 34 Forest Road, Meols, Wirral CH47 6AX.

Security and Review of Information Held

Information will be held on a password protected server and/or secure hard copy form. The data will only be accessed by officers of the General Committee as appointed by members at the Annual General Meeting.

Information will be continually assessed to ensure it is accurate, relevant and safe. A review of all data will be completed annually, prior to the Annual General Meeting and documented prior to the new term of office.

How to Make A Complaint

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the St Pauls Musical Theatre Company Chairman using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk