Ribchester Amateur Theatrical Society (RATS) - Privacy Policy
For Members & Supporters / Members of the Youth Theatre / Patrons on RATS Mailing List

Introduction
This policy should be read in conjunction with RATS General Data Protection Regulations (GDPR) Policy, which sets out the legal framework for collecting and processing an individual's personal data, and how RATS governance arrangements will ensure due compliance.

In accordance with the GDPR and the Data Protection Act 2018, RATS has a legal obligation to protect the personal data of its members, supporters, Youth Theatre members (YT) and their parents/guardians), and patrons on RATS mailing list.

The lawful basis
RATS will rely upon the lawful basis known as '*Legitimate interest'* for promoting productions and maintaining its continuity. *Legitimate interest* is where the use of an individual's personal data would be reasonably expected, and which has a minimal privacy impact.

There may however be occasions whereby RATS will ask for '*Consent*' from an individual before processing certain information or using it for a particular purpose (e.g. using a photograph of a child for promotional materials, sharing information with a third party).

Personal data RATS may collect
RATS will collect basic personal details such as names, addresses, email addresses, telephone numbers, subscriptions and dates paid, which may be provided via completed membership forms, other forms used for operational purposes, safeguarding (and child protection), and other governance requirements.

For RATS YT members - RATS will collect the above data, plus dates of birth, parents/guardians' names, addresses, email addresses and telephone numbers. Upon joining the Society, the new member and/or their parents/guardians will be asked to consent to the collection of personal information and the uses to which it will be put. RATS can accept consent to collect personal information directly from children over 13 years of age.

For performances, members may be asked for a photograph and short biography. For YT members, parents/guardians will be asked to provide the information necessary and provide consent before any photographs of YT members are used.

How RATS will use personal data
<u>Members & Supporters - information will be used to:</u>
- send newsletters, emails, messages via WhatsApp (where a member has elected to join a group)
- give notice of forthcoming meetings, shows, rehearsals and similar events
- remind members when memberships are due for renewal

A member's / supporter's photograph and short biography may appear in *show programmes, promotional materials, and newsletters.

<u>YT Members and their parents/guardians - information will be used to:</u>
- plan for any aspect of a production
- send details of rehearsals
- support health and well-being whilst taking part in rehearsals and performances
- comply with any legal requirements regarding participation in a production
- compile entries in show programmes and promotional materials

A YT member's photograph and short biography may appear in *show programmes, promotional materials, newsletters – only with a parents/guardians consent.

(*show programmes and promotional materials are public documents and may be shared on RATS social media outlets (Face Book & Instagram). Newsletters are shared amongst RATS members and supporters)

Supporters / Patrons on RATS Mailing List - information will be used to:

- give notice of forthcoming shows and events

Members (including YT members), supporters & patrons rights
Members supporters, parents/guardians of YT members and patrons should inform RATS if any personal information changes as it is important that the information held is accurate and up to date. Circulating information is a necessary part of promoting productions and ensuring everyone is kept duly informed.

Personal information will be kept indefinitely, even where a member or supporter has stepped down from active participation, leaving it open for them to resume activities in the future should they wish to do so. However, anyone can ask for their personal information to be removed from our records at any time.

Members, supporters, parents/guardians of YT members and patrons have the right to request a copy of all the personal information held about them in a Subject Access Request. To do this, they should simply ask a member of the Committee. RATS will take all reasonable steps to confirm the identity of the person requesting the information before providing them with any personal information held about them.

Where we store personal data
RATS has in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, personal data.

All information provided to RATS is stored in the cloud through Google Drive.

Access to the information is password protected and accessible only to Committee Members.

Unfortunately, the transmission of information via the internet is not completely secure. Although RATS will do its best to protect personal data, security of data transmitted to RATS cannot be guaranteed, any transmission is at an individual's own risk. Once RATS has received the information, the security measures in place will protect the data.

Disclosure of information

RATS will not share personal information with other third parties without an individual's consent, or parents/guardians' consent for YT members.

Data Representative

In accordance with the General Data Protection Regulations, RATS has appointed a Data Representative - Julie Hesketh, Secretary (First point of contact).