

Privacy Policy for Members and Supporters of the Grayshott Stagers



Introduction

The Grayshott Stagers is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Member or Supporter of the Society. Members pay a membership fee, or have been voted Honorary Members by the Committee, and Supporters are individuals who are involved in supporting the activities of the Society. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters also include lapsed members as such members normally wish to remain in contact with the society and may wish to renew their membership at a future date.

Personal Information Collected

We collect basic personal details such as your name, address, e-mail address, telephone number and subscriptions paid. Bank account details may be requested when the Society needs to reimburse expenses incurred etc. For Members, we may also take your photograph, ask you for your biography and record details of your height and other measurements to assist with the provision of costumes.

Use of Information

We will use your information to send you newsletters, letters or emails to give you details of General Meetings, Shows, Rehearsals, Production Meetings and similar events that are likely to be of interest to you. Your name, and possibly photograph and biography, may appear in our show Programmes, newsletters and be used for publicity purposes. Your information may also be shared with our committee members and others involved with the administration of the Society or a particular production or event. This use is in our 'Legitimate Interest'. You will be aware that our show programmes and newsletters are public documents. We will not share your information with other third parties without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Your Rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date.

We will keep your information indefinitely after you remain an active member or supporter of the Grayshott Stagers. We keep your information because you may resume your connection with The Grayshott Stagers and take part again in our activities. However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further communications.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us

For any questions or concerns relating to this Privacy Policy, our data protection practices, or to make a Subject Access Request, please contact the Treasurer: Stephen Penny, Odessa, The Avenue, Grayshott, Hindhead, Surrey GU26 6LA, Telephone: 01428 606964, email: treasurer@grayshottstagers.co.uk.