

Good Companions Members' Data Ma

What is collected?	How is the data gathered?	Who has access?	Where is it stored?	Why we need
Name Date of Birth Address Email Address Telephone Number	Society Application Form	Membership Secretary, Committee	Membership Secretary's Computer and then transferred to Membership Spreadsheet if successful at audition stage	Contact details to touch regarding ap to arrange society ; to update company successful
Standing Order Details	Company Statements	Treasurer	Treasurer Records (Paper)	Subscription
Name Address Email Address Telephone Number Emergency Contact Rehearsal/Show Availability	Audition Form/Show Contract	Membership Secretary, Committee, Production Team	Production Team/Committee Member's house	To update Compan
Name Attendance	Register	Membership Secretary	Locked briefcase	Health and safety, recognition (B Glazebrook/Judith :
Name Address Email Address Telephone Number Emergency Contact Joining Date	Membership Spreadsheet	Membership Secretary, Committee	Membership Secretary's Computer	Contact details for i updates, newslett health and safe rehearsals (emer contact)

Photographs	Rehearsal Photographs Performance Photographs	Membership Secretary, Committee, Production Team	Physical copies (society archives), digital copies (secure computer), social media (publically available), marketing materials (publically available)	Marketing mater programme, socia advertising; society
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Mapping

Item	Shelf Life	Consent	Sensitive Data	Security Measure
to get in application, audition, records if	Term of Membership plus 12 months	DIRECT	NO	Kept on a password protected computer
is	Term of Membership	DIRECT	YES	Secure Filed
y records	Length of show - destroyed after show week	DIRECT	NO	Kept in a filing cabinet under lock and key
, award rian Spencer)	Indefinite	INFERRED	NO	Kept in a locked briefcase, accessible to membership secretary only
rehearsal ers etc; ty at gency	Term of Membership plus 12 months	DIRECT	NO	Kept on a password protected computer

ial e.g. l media / archive	Indefinite	INFERRED	NO	Physical copies kept in society archives under lock and key, digital copies are password protected.
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