



# Good Companions Stage Society

## **Important News – General Data Protection Regulation (GDPR)**

As of 25<sup>th</sup> May 2018, the data protection act is changing, and will be known as the General Data Protection Regulation. The way in which we hold sensitive data will change under this law. We, as a society, are obliged to inform all members of the information we store and who has access to this.

We currently store data from society application forms, audition forms, show contracts and attendance registers, which include the following:

- Name
- Date of birth
- Home address
- Phone number(s)
- Email address
- Emergency contact details
- Bank details (Company statements – accessible to the treasurer only)
- Rehearsal attendance
- Joining date

We also temporarily hold:

- Body measurements for costume fitting (acting members only)

To limit the number of people who have access to this data, only our membership secretary will have full access. The committee and production team may request access if there is a genuine need for these details, e.g. medical emergencies. Measurements will only be kept for purposes of ordering costumes on a show by show basis by our wardrobe team, and will be destroyed at the end of each show. Show contracts and audition forms will also be destroyed at the end of the specified show.

If you object to us holding any of the above details, then you can request that they are deleted. However, as you can appreciate, contact details are required for health and safety purposes, as well as staying in contact with current members and patrons. Your personal information will be deleted after one year of non-payment of subs at present.

We request that if you have any changes to make to the above details, that you inform our membership secretary, Pauline Reader, of these as soon as possible e.g. change of address, phone numbers, email. You can either speak to Pauline at rehearsals, or contact her on [pauline\\_dances@hotmail.co.uk](mailto:pauline_dances@hotmail.co.uk).

Thank You!  
Good Companions Committee