

Privacy Policy for Members and Supporters of the Society

Good Companions Stage Society (GCSS) 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 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.

The personal information we collect from you.

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions and dates paid, standing order details. For Members, we may also take your photograph and ask you for your biography. Both of which will belong to the society and by joining the society, you provide your inferred consent on their use for publicity.

How we use 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 social media, as well as being used for publicity by either Derby Live or Derby Theatre. Your information may also be shared with our committee members (who are our Society's Trustees). This use is in our 'Legitimate Interest'. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters. 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. Any information or photographs (in our society archives) that we hold, will be kept under lock and key methods of security. Only the committee members will have access to these and a specific and genuine need will be cited upon point of request from the key holders; our membership secretary (members contact details), treasurer (standing order details) and society president (photography archives).

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 destroy your information after 12 months of non-payment of subscriptions (membership fee), however photographs will remain in our archives indefinitely. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply contact us using the details below. We will take all 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 or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

- By email: committee@goodcomps.co.uk
- In person: By speaking to a member of the committee

Date: 18/05/2018