

Privacy Policy of The Hayes Players

This privacy policy explains how and why The Hayes Players (“the Society”) uses your personal data, to make sure that you stay informed and can be confident about giving us your information.

The processing of personal data is governed by the General Data Protection Regulation, and relates to any information for a living individual who can be identified from that data and other information in our possession or likely to come into our possession. The Society (the Data Controller under the Regulation) is committed to compliance with this legislation to ensure that your privacy is protected.

What personal data do we collect?

We only collect and record information that is needed for the operation of the Society and its charitable activities, including administration, accounting and informing interested persons of our activities.

This may include your name, address, phone number and email address. For Members, this also includes your subscription payments, any Gift Aid declaration, the kind of amateur dramatic activity in which you are interested, and a record of your participation in our productions and other activities. In some cases, we may collect details of tickets booked for our productions, and preferences for type of play and seating, in order to help with future bookings.

This information is collected from information that you provide, on an Application Form or by correspondence.

We do not record any Sensitive Personal Data. Any information recorded for children is accompanied by information for a parent or guardian.

How we use your personal data

We only use your personal data in relation to keeping you informed about our activities in which you have expressed an interest, and running the society in accordance with our charitable objectives. This is known as Legitimate Interests under the legislation.

Contact details will be used to notify members and other interested persons of the Society’s activities, such as productions, auditions, social and training events, fund-raising and work parties. Members of the Society will be sent Newsletters and papers for General Meetings. Other persons will receive notifications of our productions and booking details.

Keeping your information

We will only store your information for as long as it is required for the purposes for which it was collected or if we are legally obliged to retain it. The personal information that is stored will be regularly reviewed to keep it up-to-date.

We will ensure that appropriate measures are in place to protect your information from loss, misuse, and unauthorised access or disclosure, including the destruction of information after it is required.

No information is stored outside the European Union. If in future an organisation that provides a bulk e-mail service to us would transfer data outside the European Economic Area then we shall only allow this if we consider that the data (name and e-mail address) is adequately protected.

Your personal data will be treated as strictly confidential and will only be shared with other members of the Society if necessary to facilitate the Society’s activities. We will never provide your personal data to other individuals or organisations without your explicit consent, unless we are legally obliged to do so.

Your data protection rights

You have the right to request a copy of your personal information held by the Society. You have the right to request the correction or deletion of any of your personal information, or the suspension of its use by the Society, provided that adequate information remains to enable us to contact you if you are a member. Members of the Society have the right to withdraw their consent to receive correspondence by e-mail.

You have the right to contact the Information Commissions Office (ICO) if you have any complaint or questions about Data Protection. You can contact them using their help line 0303 123 113 or at www.ico.org.uk.

Contact Us

If you have any requests or questions in relation to this privacy policy or how we use your personal data they should be sent to info@hayesplayers.co.uk or addressed to the Treasurer, Tony Newman, 8 Chatham Avenue, Bromley, Kent BR2 7QD. We will respond within one month.

Changes to this privacy policy

We shall amend this privacy policy from time to time to ensure it remains up to date and reflects how and why we use your personal data and changing legal requirements. The current version will be posted on our website www.hayesplayers.co.uk.

If we wish to use your personal data for a new purpose not covered in this Policy, then we will advise you with explanations in advance and, if applicable, seek your consent.

This privacy policy was last updated on 11th May 2018.