

St Albans Musical Theatre Company



ST ALBANS MUSICAL THEATRE COMPANY PRIVACY POLICY

This notice describes how **St Albans Musical Theatre Company** (also referred to as "SAMTC", "we", "us" or "our"), process your personal data, as independent controllers. Our address is 37 St. Leonards Court, House Lane, Sandridge, St Albans, AL4 9UZ. If you require further information, you can contact our Data Protection Officer via MembershipSAMTC@gmail.com or info@samtc.org.uk

At St Albans Musical Theatre Company, we are 100% committed to protecting the privacy and security of our members, production teams and audiences. We will only use your data to enhance your experience with SAMTC and we will protect your data like it's our own. Here is why we need it and how we'll use it.

Summary of the purposes for processing your personal data and the legal basis for doing so

- SAMTC will process your personal data to
 - Maintain our membership agreements and professional relationships
 - monitor, test and control the systems and processes we need to enter into and deliver our services.

We take appropriate steps to ensure the security of your personal data in these environments.

If you do not provide the information we request, we may not be able to enter into or comply with a contract or our legal obligations. We will make clear during the membership and recruitment process what other personal data is required and the consequences of failing to provide it.

- In some cases, where you (or a person acting on your behalf) provide us with accessibility, dietary or other health or sensitive personal data, for example in a free text field, we will seek your or your agent's explicit consent to process that personal data.
- On our website we use essential cookies to allow us to monitor the performance of our website through Google Analytics, and with your consent cookies to enhance your experience of the website, as explained in our Cookie Notice: [More about cookies](#).
- We process your personal data for the purposes of dealing with enquiries, gathering membership feedback, undertaking market research and direct marketing (including analysis to create profiles), in our legitimate interests to promote our charity and improve our service.
- When you post on social media about our charity, we may use your contact details to respond to any complaints or comments on the legal basis of our legitimate interest.
- In order to fulfil the above purposes (on the basis of the specified legal grounds):
 - where it is necessary to transfer your personal data outside the EEA, we will notify you and ensure that there are adequate safeguards in place. You can obtain details of the safeguards by contacting us, using the details shown above. Further information is also below under International Transfers

- we retain your personal data for periods of up to 25 months from your last interaction with us (we may choose, or you may ask us, to delete it earlier).
- Before we process your personal data for any purpose not listed above, we will contact you to explain the legal basis on which we will be relying and, where appropriate, give you a right to object.

Summary of your rights

- Any consent(s) you give us may be withdrawn at any time, without affecting pre-withdrawal processing.
- You have the qualified right to:
 - request access, rectify, and erase your personal data;
 - object to processing for any above purpose where we rely on our legitimate interests as the legal basis, or we are sending you direct marketing;
 - restrict processing; and
 - supply or transfer your personal data in a portable format.
- Where you exercise any of your rights, we will process your personal data to comply with your request in accordance with our legal obligations.
- Where we use automated decision-making, we will inform you, and you have the right to human intervention, to add a statement, and to have the decision reviewed.
- Should you wish to exercise any of your rights, or update your personal data, please contact us via info@samtc.org.uk, or directly contact our membership secretary via MembershipSAMTC@gmail.com

You have the right to lodge a complaint with a data protection supervisory authority (in the UK, this is the Information Commissioner's Office) and details of other EU supervisory authorities can be found at http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080.

How do we use your information, and what is the legal basis for this use?

Here is a list of the purposes for which we process personal data and the legal basis we rely on:

- **In the instance to fulfil our membership agreement. This includes:**
 - Communicating company updates including company meetings, upcoming shows, events and socials
 - Providing the company newsletter
 - Providing membership services including payment reminders
 - Processing Payments
 - Processing Gift Aid
 - We will use your information to provide products and services you have requested
 - Verifying your identity
 - Provide information about relevant 3rd party performing arts activities and opportunities

- **In the instance to fulfil our professional relationship. This includes:**
 - Communicating on upcoming shows and potential professional relationship opportunities
 - We may collect various types of information about you, and we may obtain this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes, obtained by identity documents or collected through the recruitment process.
 - We may also collect personal data about you from third parties, such as former employers, external organisations who carry out the Disclosure and Barring Service (where applicable and/or required for specific roles), and the Home Office.
 - We may also collect information on you in line with our child [Safeguarding policy](#) and [procedure](#).
 - Verifying your identity

- **In our legitimate interests regarding the conduct of our business, in particular:**
 - Ensuring membership satisfaction and maintaining goodwill**
 - we use information you provide to investigate any complaints received from you or from others about our website or our services, and to maintain appropriate records for internal administrative purposes;

 - Developing and Marketing Products and Services**
 - for raising brand awareness;

- for marketing, competitions and promotions by emails, where permitted to do so by law; and
- we use personal data of some individuals to invite them to take part in market research.

Legal and Regulatory purposes

- we will use personal data in connection with legal claims, compliance, regulatory and investigative purposes as necessary (including disclosure of such information in connection with legal process or litigation);
- for health and safety reasons such as logging accidents at our rehearsal and performance premises;

- **Where you give us consent:**

- we will send you emails in relation to our relevant products and services, or other products and services provided by our named affiliates and carefully selected partners;
- we place cookies and use similar technologies on your computer, mobile or other device (see our Cookie Banners and Notices);
- on other occasions where we ask you for consent, we will use the personal data for the purpose which we explain at that time; and
- to participate in competitions we run and, if you win, to use your information for promotional purposes.

- **For purposes which are required by law:**

- In response to requests by government or law enforcement authorities conducting an investigation;
- If required to comply with health and safety legislation to which we are subject;
- Responding to a rights request under data protection legislation.

- **When we collect personal information from another source**

When we receive personal data about you from another source, we will advise who the source of the personal information is and what categories of personal data we collect and process, including:

- **Contact Details** - title, name, postal and email addresses, postcode, contact telephone numbers

Third parties that we receive personal data from may include:

- Social networks
- Public information sources such as Companies House
- Local business forums

- Member, production persons and committee recommendations

Who will we share this personal data with

We will not share your personal data with other companies or persons. If approached by a third party or company we will contact you to establish your wishes and proceed as you advise.

International transfers

Where information is transferred outside the European Economic Area (EEA), and where this is to a vendor in a country that is not subject to an adequacy decision by the EU Commission, personal data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules, Codes of Conduct or European Data Protection Seal. A copy of the relevant mechanism can be provided on request to [see contact details above].

For example, we use 3rd party cookie providers, Google, as well as Mailchimp for email communications, which are in the USA and certified under Privacy Shield.

Minors and children under 16 years old

The safety of children is very important to us. If you are under 16 years old, please ensure that you obtain your parent or guardian's consent before you provide us with your personal information. We cannot accept your personal information without this consent.

What rights do I have?

Withdrawing consent or otherwise objecting to direct marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your personal data for other purposes, such as those set out above.

In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. You have a right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time. You can do this by following the instructions in our emails or using our contact details above.

Where you have a relationship with another organisation, we may ask them to send marketing to you, if you have consented to them doing so. Please contact the organisation directly, if you want to withdraw your consent.

- You have the right to know whether or not we process information about you and to access that information you can contact us via the info@samtc.org.uk, or directly contact our membership secretary via MembershipSAMTC@gmail.com
- You have the right to update, correct and complete any information we hold about you which is inaccurate or incomplete;

- You have the right to obtain the personal data you provide to us for a contract or with your consent in a commonly used, structured, and machine-readable format, and to ask us to share (port) this personal data to another controller.
- You have the right to ask that we erase or restrict (stop active) processing of your personal data;
- In addition, you can object to the processing of your personal data in some circumstances, in particular, where we do not have to process the personal data to meet a contractual or other legal requirement, or where we are using the personal data for direct marketing (or related profiling).

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, where you object to us processing personal information but we have a compelling justification for processing it, or you ask us to erase information which we are required by law to keep. To exercise any of these rights, you can get in touch with us using the details set out below. If you have unresolved concerns, you have the right to complain to the data protection authority where you live, work or where you believe a breach may have occurred. In the UK, this is the Information Commissioner's Office and details of other EU supervisory authorities can be found at http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080

How do I get in touch with you?

We hope that we can satisfy queries you may have about the way we process your personal data. If you have any concerns about how we process your personal data, or would like to opt out of direct marketing, you can get in touch at MembershipSAMTC@gmail.com or by writing to 66 Gurney Court Road, St Albans, Herts, AL1 4RL

How long will you retain my personal data?

Where we process personal data in connection with entering into or performing a contract, we keep your personal data until a period of 3 years has elapsed since your last interaction with us.

After 25 months, we will anonymise your personal data and may retain it for up to seven years, to enable us to identify trends affecting our business.

Where we process personal data for marketing purposes or with your consent, we process the data until you ask us to stop and for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to send you direct marketing or to process your personal data for up to 7 years for business reporting and audit purposes.

If personal data is required for the purposes of an internal or external investigation, or litigation, we may retain it until the matter is resolved.

The data we collect about you, and what we do with that data, may include the following:

The information we collect	Why we collect the information	How we use the information
Your title, name, address and contact details including email address and telephone number as well as personal details such as date of birth, performance ability and experience and length of time with the company	To enter into/perform the membership contract Legitimate interests	Maintain accurate records about our members, enable communication with our members

Updated January 2020.