



Document Reference Number:

CPYT/002 (a)

# **GDPR Policy**

## **Trustees**

**Prepared by: Mike Mullen**

**Approved by: Trustees**

**Effective from: 16<sup>th</sup> June 2024**

**Date: 16<sup>th</sup> Jun 2024**

**Review date: June 2025**

Centrestage Productions Youth Theatre is committed to protecting personal information. This policy relates to our use of any personal information we collect from you when you become a Trustee of the organisation. Trustees are elected at General Meetings or a limited number may be co-opted by the other Trustees.

**The personal information we collect from you (in addition to the information collected as a member.)**

We hold the date of birth and home address of Trustees as this is a requirement when lodging our Annual Report with the Charity Commission.

**How We Use The Information**

Your name will appear in our Report and Accounts which are filed with the Charity Commission. We will use your information to inform you of Committee Meetings and your name will appear in the minutes of these meetings and in the minutes of General Meetings.

**Security**

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of your information.

**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 keep your information as a Trustee until you cease to become a Trustee, but you will be aware that your name will appear on our Report and Accounts which is a public document. You have the right to request a copy of all the information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any information we may hold about you.

**Changes to this Policy**

We may amend this 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 change 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 policy, or our data protection practices, or to make a Subject Access Request, please contact us in one of the following ways:

**By email to the Secretary:**      [cpytenquiries@gmail.com](mailto:cpytenquiries@gmail.com)

**By post to:**

The Arch, Station Lane, Chandler's Ford, Hampshire, SO53 4DD

Signed:  Chair