

Centrestage Productions

**YOUTH
THEATRE**

Document Reference Number:

CPYT/002 (b)

GDPR Policy

Members and Supporters

Prepared by: Mike Mullen

Approved by: Trustees

Effective from: 16th June 2024

Date: 16th 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 Member or Supporter of the organisation. Members pay a Membership Fee and Supporters are individuals who are involved in supporting the activities of the organisation. 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 includes lapsed members, as such members normally wish to remain in contact with the organisation and may wish to renew their membership at a later date.

The personal information we collect from you.

We collect basic personal details such as your name, email address, telephone number, subscriptions and dates paid, standing order details. For members, we may also take your photograph and ask for your biography.

How We Use The 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 programme and newsletters. Your information may also be shared with our committee members. This use is in our 'Legitimate Interest'. You will be aware that our programme are public documents and that are newsletters are shared out 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.

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 indefinitely after you remain an active member or supporter of Centrestage Productions Youth Theatre. We keep your information because you may resume your connection with Centrestage Productions Youth Theatre and take part again in our activities. However, you can ask us to remove our personal information from our records at any time and we will do so and stop sending you further newsletters.

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 write to us at the address 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 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

By post to:

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

Signed:  Chair