# SODS GDPR PRIVACY DOCUMENT

This document describes Stowmarket Operatic and Dramatic Society’s policy on collecting and retaining personal data under the General Data Protection Regulations (GDPR) regulations.

## GDPR Privacy Notice

Stowmarket Operatic and Dramatic Society (“the Society”) will be what’s known as the ‘Controller’ of the personal data you provide to us.

### Definitions

In the text below, “We “ refers to the Society, and “You” refers to the individual whose data we collect. For members under 16, “You” refers to the the parent/guardian who signs the membership form. “Performing information” means your name and image connected with the title, venue, dates and reviews of a SODS production performed to the public.

## Data collection

The data we collect depends on your relationship with the Society.

### Website users

We do not collect any data on you if you simply visit our website. We do not place cookies on your computer.

### Query contacts

If you use our Contact Us page or email to send us a message, we will collect your name, email address and phone number, if supplied, for the purpose of dealing with your message. If you contact us via Facebook, see the Facebook section below.

### Subscribers

If you subscribe to our public Newsletter, we will retain your name, email address and date of subscribing. We will use these to send you the Newsletter and keep track of our subscription profiles.

### Patrons (including Honorary Members and Honorary Patrons)

We will keep the above information, plus your phone number and postal address, which we use to contact you if we need to send paper items to you.

### Members

We will keep the above information, plus information about your performing history, attendance at rehearsals and written correspondance. We will also collect images of you for training, rehearsal, demonstration and marketing purposes. If you are involved in a show or a specific Society activity, we may put relevant personal information on to a closed Facebook group, visible to other members, to help organise the activity.

If you choose to supply it, we will also collect medical information on you, which we will use to safeguard your health. We may disclose this information to medical professionals if we deem it necessary for your well-being.

After your membership ends, we will retain your name and contact information in case of queries, and so we can let you know about important events. We may also add your performing details to our Archive.

### Commercial contacts

If you have a commercial relationship with SODS, such as booking us for a concert or supplying services, and you give us your personal details, we will collect your name, address and phone number, plus your position in any organisation you represent when dealing with us.

### Why we need your data

We need to know your basic personal data for the reasons given above. We will not collect any personal data from you not necessary to provide and oversee our services to you.

##  What we do with your data

All the personal data we process is processed by our members and officers in the UK. However for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

If you appear in a show with SODS, your name and image will appear in programmes sold to the public. They may also be shared with performing venues, marketing agencies and Press outlets. These organisations will have their own GDPR policies and you should contact them if you wish to take action to enforce your rights over data held by them.

If you tell us that you do not wish images of you to be provided or posted by the Society to outside platforms, e.g. in Press Releases, then we will respect those wishes. Please note that this can affect your chances of getting a leading part in a Production, as we will expect any principal characters to have their images displayed.

## How long we keep your data

### Query, subscriber and member data

**Query data** is kept as long as is necessary to satisfy the particular enquiry. It will then be deleted within 1 year. If you do not convert to one of the categories of user listed below, we will delete this information from our records between 6 and 12 months after submission.

**Subscriber data** is retained as long as the subscription remains open. If a subscription is terminated and the fomer subscriber has no other relationship with the Society, the information is deleted immediately.

**Member and patron data** is retained for the lifetime of the membership or patronage. We will delete any “special category data” as defined under GDPR (such as medical information) 2 years after membership ends. However, we will keep your name, contact details and performing details indefinitely.

If you claim expenses from SODS, we will keep any invoice you send us, and any personal information on it such as bank details, for xx years.

### Auditions

If you audition for a show, are not a member of the Society and do not get a part in that show, we will delete your data connected with those auditions within 1 month of the audition date, if we do not hold it elsewhere.

### Commercial contacts

We will keep any invoice you send us, and any personal information on it such as bank details, for 6 years.

### Public domain data and Archives

If you appear in a show, we regard your appearance as public domain information, i.e. it can be searched for and retrieved from a variety of sources. Therefore we will not delete your name from the records of the show.

If your image appears in our Archives in connection with a show, we will retain such images. If you supply additional personal information in a biography supplied for a programme, that information will be treated in the same way.

## Facebook and Twitter data

We maintain a Community page on Facebook, as well as a number of closed groups for members. We also maintain a Twitter account. The data on these sites is subject to the Privacy Documents of those sites, and the terms and conditions you agree to when using the sites.

SODS will not post data to these sites without your permission.

## What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated at **stowmarketods@gmail.com**

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office <https://ico.org.uk/>