



## **Gosforth Amateur Dramatic Society Privacy Notice**

### **What personal data does GADS collect?**

For Adult Members and Patrons, the information we routinely collect includes members' names, addresses, email addresses, phone number and photographic permissions. We collect this data directly from our members via the membership form when they join the society. For cast members, we may also hold some body measurements relevant to fitting costumes. For some of our members we may have additional information such as DBS checks where necessary and relevant. We also take photographs during many of our productions (rehearsals and performances) for use in our publicity and on the gads website.

For Junior members we hold some additional information. This includes date of birth, parental permissions etc. as supplied on the "Registration Form" – completed by the parent / guardian for each child each membership year.

For those simply on our Mailing List, we hold only an email address.

### **What is this personal data used for?**

We use members' data for the administration of your membership, the communication of information and the organisation and delivery of our plays, Youth Theatre Group and other events:

- for notifying, advertising and planning any aspect of our productions and events
- to send out details of our rehearsals and communicate about any aspect of the production
- to support health and well-being during rehearsals and performances
- to comply with any legal requirements regarding the production
- to compile entries in our show Programme
- and to record events (with photographs) on the gads website.

For those solely on our Mailing List, we use the email address to send out information about forthcoming auditions, play readings and shows. This may include similar interest events at the Public Hall as well as performances by GADS.

### **Who is your data shared with?**

Your data is used solely for GADS purposes. Within GADS, it is only shared by those who need to know. This includes those who administer Membership and Mailing Lists, the Executive Committee and the Organisers and Director(s) of any production in which you may be involved.

Information is not shared with anyone outside GADS, except:

- the names of members of the Executive Committee and Safeguarding Officer are posted on the GADS website, but gads.org.uk email addresses are used, not personal ones.
- Information and photographs on the gads website are open to the general public.
- to comply with our "Body of Persons" approval issued by the Local Authority for Child Protection purposes. Where a production involves children of school age, we are required to send certain information about the young cast members, Chaperones and performances to Children's Services.

### **Where does your data come from?**

Members and Patrons provide the necessary information via a membership form when they join GADS or update their personal information for us. Cast members usually fill in a "costume form" to provide any relevant body measurements. Parents / guardians provide information for children of compulsory school age via the annual "Registration Forms".

Email addresses for the Mailing List come from historic data, ticket sales and requests to be added to the list.

### **How is your data stored?**

Temporary information (for example on costume forms) is usually stored in its original paper form. Information required longer term is mainly stored in the form of computer records on private computers by officers of the Society and similarly by production organisers and directors for specific productions.

### **Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The GADS Executive Committee is responsible for ensuring we meet our obligations under the GDPR.

### **Who has access to your data?**

Members of the GADS Executive Committee have access to members' data in order for them to carry out their legitimate tasks for the society. Production organisers / directors also have access to the relevant information for those involved in their production.

### **What is the lawful basis for collecting this data?**

GADS collects personal data and images that are necessary for the purposes of its **legitimate interests** as a membership society and participant in local theatrical performances and competitions.

We also have a **legal obligation** to hold some financial and membership information – for example for child protection and insurance purposes.

### **How you can check what information we have about you?**

The basic information we hold about members and others is described above, but if you want more information, you should contact the society Secretary or Chairperson.

### **How can you ask for data to be removed, limited or corrected?**

Those simply on our Mailing Lists can ask to be removed at any time and this will be done forthwith.

For Members and Patrons, we need to hold certain basic information to enable you to take part in GADS activities and we will gladly update our records if any of your information is incorrect. Those who are no longer members can ask for their details to be removed from our lists, but must recognise that the information we hold as a legal obligation cannot be completely erased from our records. Similarly, we cannot remove information that has already been published – for example in production programmes or photographs. We can however remove any specific photograph from the GADS website by individual request, and will do so as soon as we reasonably can.

### **How long we keep your data for, and why?**

We keep information only for as long as we need to. Where we have a legal obligation to keep information, we keep it for the legally required period. Otherwise we remove or delete information when asked to do so or when we believe it is no longer relevant - for example when we think a previous member is unlikely to re-join. The same apply if a member dies.