



## **Gosforth Amateur Dramatic Society Data Protection Policy**

### **Introduction**

This policy outlines how Gosforth Amateur Dramatic Society (GADS) is committed to protecting the personal data of its members, volunteers, and all individuals it interacts with, in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

As a “small club” GADS is not required to register under the Data Protection Act. It, nevertheless, is expected to comply with the principles underlying the Act.

This Policy Statement should be read in conjunction with the GADS Privacy Notice, which gives more detail about the information we collect and how it is used.

### **Data Protection Principles**

GADS is committed to processing personal data in accordance with the six key principles of the UK GDPR. We ensure data is:

1. **Processed lawfully, fairly, and transparently.** We will be clear about our purposes for processing data and will only do so if we have a valid lawful basis.
2. **Collected for specified, explicit, and legitimate purposes.** Data will not be used in any way that is incompatible with the original purposes for which it was collected.
3. **Adequate, relevant, and limited to what is necessary.** We will only collect the minimum amount of data required for our purposes.
4. **Accurate and, where necessary, kept up to date.** We will take reasonable steps to ensure that personal data is not incorrect or misleading.
5. **Kept for no longer than is necessary.** Data will be securely deleted or destroyed once it is no longer needed.
6. **Handled in a manner that ensures appropriate security.** We will use appropriate technical and organisational measures to protect data from unauthorised processing, loss, destruction, or damage.

### **Individuals' Rights**

Under the UK GDPR, individuals have rights over their personal data. GADS will ensure that these rights can be exercised effectively. This includes asking to view own information or destroy information at any time.

### **Policy Review**

This policy will be reviewed at least annually to ensure it remains compliant with the UK GDPR and Data Protection Act 2018 and reflects the Society's operational needs and practices. It may also be reviewed and updated at any time in response to changes in law or our internal processes in relation to the processing of personal data.