



Gosforth Amateur Dramatic Society Privacy Notice

What personal data does GADS collect?

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 some of our members we may have additional information such as DBS checks where necessary and relevant.

Additional information for cast members:

We may hold some body measurements relevant to fitting costumes for the duration of a production, but information is destroyed following the close out of a production. We also take photographs during many of our productions (rehearsals and performances) for use in our publicity and on the GADS website, permission to use these is requested via our membership forms

Junior members:

We hold some additional information which includes date of birth, parental permissions etc. as supplied on the "Registration Form" – completed by the parent / guardian for each child each membership year. These forms may include medical information, which we treat as CONFIDENTIAL.

Mailing list only:

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 publicise and record events (with photographs) on the GADS website and social media pages.

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

Who is your data shared with?

Your personal data is used solely for GADS purposes. Within GADS, it is only shared by those who need to know. This may include those who administer membership and mailing lists, the Executive Committee, the Organisers and Director(s) of any production in which you may be involved and the Chaperones responsible for the welfare of children during certain performances.

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 the email **gadsgosforth@gmail.com** is used, not personal ones, with access limited to the **GADS Secretary, Members Secretary** and **Youth Theatre leader**. Any emails relating to safeguarding issues must be titled as 'Safeguarding Issue' in the subject line. This will label the email as confidential and ensure it is automatically forwarded to the safeguarding officer.
- Information and photographs on the GADS website and Social Media pages 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 (name and date of birth) 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. People can unsubscribe from the mailing list at any time.

How is your data stored?

Temporary information (costume forms, audition and cast information):

Stored in paper form and held by the production leader in a secure location or within a dedicated folder on the GADS Google Drive, accessible only to those GADS Executive Committee Members and Directors that 'need to know'

Long term information (membership forms etc.):

Stored in paper form and held by the production leader in a secure location or within a dedicated folder on the GADS Google Drive, accessible only to those GADS Executive Committee Members and Directors that 'need to know'

Registration forms:

Completed for children of compulsory school age and deemed CONFIDENTIAL, available only to those with a 'need to know', are stored securely in their original paper form and/or stored in a secure location with the production director or youth theatre leader. These forms are renewed annually, and old versions are destroyed when superseded.

Mailing list:

Stored securely on the "Mailchimp" servers to allow us to contact people easily and securely. "Mailchimp" cannot use our mailing list information without our permission, and we do not grant any such permission.

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

Under the UK GDPR (UK General Data Protection Regulation) and the Data Protection Act 2018 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 UK GDPR.

Who has access to your data?

Limited members of the GADS executive committee have access to members' data – as stated above in '**How is your data stored**' - for them to carry out their legitimate tasks for the society. Production organisers / directors and chaperones 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 can you 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 by emailing gadsgosforth@gmail.com.

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

Those simply on our Mailing Lists can unsubscribe by clicking the link at the bottom of one of the emails or 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 applies if a member dies.

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.