



GDPR POLICY

Rowntree Players is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about members, including anyone who auditions for or cast in one of our productions.

Policy Objective

Rowntree Players needs to gather and use certain information about its members. This policy describes how we collect your data and how we store it to meet the terms laid out in the Data Protection Act of 2018.

Data Protection Law

The Act describes how organisations (including Rowntree Players) must collect, handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. Under UK GDPR, the Data Protection Principles set out the main responsibilities for organisations.

The information we collect

Prior to the auditions, we will collect basic personal details such as your name, address, date of birth, height, address, e-mail address and telephone number, subscription amounts and dates paid. We may also take your photograph and ask for your biography. If you are a child, we will ask for your parents/ guardians details too.

We will also ask you to consent to the collection of this personal information and how we will use it. We are able to accept consent directly from children over 13. If you are under 13 we will ask your parents/guardians for this consent.

How we use information

We will use yours and your parents/guardians personal information:

- for planning any aspect of the production
- to send you details of our Rehearsals and communicate with you about any aspect of the production
- to support your health and well-being whilst you are taking part in rehearsals and performances
- to comply with any legal requirements regarding your participation in the production

- and to compile entries in our show Programme

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your personal information or your parents /guardians personal 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 of Rowntree Players. We keep your information because you may wish to resume your connection with our group. However, you can ask us to remove your personal information from our records at any time and we will do so. 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 Privacy Policy

We may amend this Privacy 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 changes 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

ROWNTREE PLAYERS is the data controller in respect of this data.

If you have any questions or concerns relating to this Privacy Policy, our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

By email to the Secretary: info@rowntreeplayers.co.uk

By post to:

Rowntree Players
c/o 84 Lowther St
York
YO31 7LX

Date: 12 July 2021