

HIGHBURY THEATRE CENTRE PRIVACY POLICY

Highbury Theatre Centre wish at all times to respect the privacy of those with whom we come into contact and will only publish details or photographs of our cast, members and friends with their explicit permission. At the same time, we request that anyone wanting to reuse or disseminate any material found on our site should first obtain written permission from one of the officers of the Theatre

GDPR (General Data Protection Regulation with effect from 25th May 2018)

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Highbury Theatre Centre Limited is a non-profit distributing company limited by guarantee and not having a share capital. Registered in England 463046 and also registered as an educational charity 223923

Highbury Theatre Centre Board of Trustees is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Highbury Theatre complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. The data is held by the person holding the post of Secretary of the theatre.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the members and the public as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of any charitable donations);
- To inform you of news, events, activities and performances running at Highbury and other local groups;
- To share your contact details, specific interests and previous participation with the director and or producer of a show so that they can keep you informed about read-throughs, auditions, rehearsals of shows to be staged by Highbury Players and events, activities and performances that will be organised by Highbury or other groups in the area in which you may be interested.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and performances and process your donations and keep you informed about the theatre's events.
- Processing is carried out by a not-for-profit body with a philosophical aim and: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with the Society's purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the society in order to carry out the purposes of the theatre or for purposes connected with the theatre. We will only share your data with third parties outside of the Society with your consent.

6. How long do we keep your personal data?

We keep data for no longer than reasonably necessary for the purposes set out in paragraph 3 and this may mean that we will retain your contact details indefinitely while Highbury is in existence unless you request that they be deleted from our records.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Highbury holds about you;
- The right to request that Highbury corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Highbury to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints in the first instance please contact the Highbury Theatre Centre Secretary admin@highburytheatre.co.uk or telephone 0121 373 2761

10. Outside Agencies

Highbury Theatre Centre use an online ticketing company, Ticketsource. Please see link to their Privacy policy. <https://www.ticketsource.co.uk/kb/terms-of-use/customer-data-privacy-policy>