



Privacy Policy

The Shiplake & Dunsden Dramatic Organisation (SHADDO) is committed to protecting personal information.

This Privacy Policy relates to our use of any personal information we collect from you when you become a *Member* of the Society.

The personal information we collect from you

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions and dates paid. For performing Members, we may also take your photograph and ask you for your biography.

For Members under the age of 18 we may also collect date of birth, parent's names, e-mail addresses and telephone number.

We may keep your personal details in a paper record (a membership form) and on-line in a private, mailing application.

Please let us know if your information changes as it is important that the personal details we hold about you are accurate and up to date. From time to time we may e-mail you to ask you to confirm that the personal details we hold are up to date and that you wish to remain a Member of SHADDO. Should we not receive a reply from you we will remove you from our mailing list

For Members involved in productions and other society events including social events, we will record and may retain indefinitely information about the roles undertaken for each production or event and photographs and video recordings of the production or event for the purposes of record and publicity.

How we use information

We will use your information to send you newsletters, letters or emails to give you details of General Meetings, Shows, Rehearsals, Production Meetings and similar events that are likely to be of interest to you. Your name, and possibly photograph and biography, may appear in our show Programmes and newsletters and on our website. Your information may also be shared with our committee members (who are our Society's Trustees). This use is in our 'Legitimate Interest'. You will be aware that our website is viewable by the public, our show programmes are public documents and that our newsletters are shared amongst our membership. We will not share your information with other third parties without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Your rights

You can ask us to remove your personal details from our records at any time and we will do so and stop sending you any further newsletters.

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 contact us via e-mail using the address below or go to our website and fill in the contact form. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you and which is not publicly viewable on the SHADDO website.

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

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

By email to: admin@shaddo.uk

Via the website.

Date: 15 October 2019