



THE GARDEN SUBURB
● THEATRE ●

Member data protection notice

As you may be aware, on 25 May 2018 The General Data Protection Regulations (GDPR) were introduced in the UK, replacing existing data protection legislation.

GST has carried out work to revise our privacy policy, change some of our forms and to cleanse the data we hold about non-members on our mailing list.

As an existing member, we need to hold your details to be able to inform you about upcoming auditions and shows and for directors and committees to be able to contact you regarding specific activities that may be of interest.

The data we hold includes your contact details and areas that you previously told us may be of interest. While we hold photographs from shows, and programmes will show details of individual's names with a photograph, we do not include photographs within our membership database.

Full details of what data is held and what it may be used for are covered in our privacy policy which can be found on the website and our data protection policy which can be requested.

Once you have ceased being a member we will continue to hold your details on the database for seven years. This reflects the fact that some members will only join the group for the seasons where they have an active role in the play, and may have a period of a couple of years where they are not members but would re-join to be involved in specific shows. If you cease to be a member you can ask to be removed from the database prior to the end of this seven years.

We will never sell your details or share them with third parties.

The key area where GST may be exposed with regard to data is individuals who have ceased to be members and have no intention of re-joining the group. As a group we use list of member's interests to help directors, stage managers and committees find support they require.

We are looking at new database management options, however, for the immediate future a list of member interests this will be held on our Dropbox. At any point in time, the current directors and committee members will have access to this list.

Data we hold about you

As you may remember from completing a membership form, we generally have

1. Name, address, date of birth
2. Email address
3. Contact numbers
4. Areas of interest within GST

When the list of members' interests is made available, it only includes a name, telephone number and email addresses.

We have acknowledged that for address and date of birth, we only need to know the rough area where individuals live and acting age. Therefore, if you would like to revise the details we hold on you in relation to these please complete the attached form and return it to xxxx

Photographs

As set out in our data protection policy, general show photographs do not include names and therefore do not create identifiable data. We do not store photographs as part of our database.

If you do not wish to have your photograph taken or included in a programme alongside your name, please ensure the director of your show is aware.

What we need from you

So, what do we need from you?

1. If you are given access to this list it is essential that you do not download it and do not print it. This is a serious issue for GST and one where we are most at risk
2. If you hold any old hard copies of the membership list these need to be destroyed
3. We need to include certain data protection information on audition forms, so please follow the templates when designing these
4. If we have a data breach, you need to notify the data controller (ie the Chairman) as soon as possible. Specific examples would be
 - a. Losing a list of members' interests
 - b. Sending member contact details to someone outside the group
5. Let us know if you would like any changes made to the data we hold about you

Social Media

All forms of social media and Whatsapp groups are beyond the control and remit of the Garden Suburb Theatre. This is clearly set out within our privacy policy. Should you wish to leave GST at any time and be removed from these groups you will need to action this yourself.

As a group it is widely recognised that members become friends over time and this is something that we are proud of! If you exchange your personal contact details with other members of the group this is again outside the control of GST and we cannot be responsible for what happens with this data.

The same applies to cast members taking person photographs backstage or for any other reason.

If, having read the above, read the privacy policy and attended the AGM you have any further questions about GST's approach to GDPR or would like to review our data protection policy, please contact the chairman, secretary or treasurer for further information.