

**Launton Village Players (Registered Charity No: 1190149)**

**UK General Data Protection Regulation Policy (UK GDPR) and Privacy Policy**

**Contact**      The Trustees:- trustees@launtonvillageplayers.org.uk

**1. Introduction**

Launton Village Players (LVP) is committed to protecting personal information. This UK GDPR policy relates to our use of any personal information we collect from you when you become a member, friend or supporter and will comply with the requirements of the Data Protection Act 2018.

**2. Definitions**

- 'Basic personal details' means your name, email address and phone number/s.
- 'Member(s)' refers to people who are typically actors, musicians and others involved in the full production process from first read through to final performance or have paid a subscription fee.
- 'Friend(s)' refers to those people who help during the run of a particular production (usually from dress rehearsal to last performance). This can be in a Front of House role or any technical role such as lighting.
- 'Supporter' refers typically to purchasers of tickets, people who contact LVP via the website and lapsed members.
- 'Junior Members' means all those 'members' who are under the age of 18.

**3. Type of data collected**

**a. Contact via our website**

- Supporter – No personal information is collected via our website.
- Member – If you have access to the members' page on our website, our 3rd Party website provider will store your email address, last date and time of login and messages via admin that haven't been deleted.

**b. Purchasers of tickets from our ticket site**

- Basic personal details
- Please also refer to our ticket vendor for their privacy policy

**c. Members/Friends of LVP**

- Basic personal details
- Your address,
- Your subscriptions and dates paid
- ICE - emergency contact name and telephone number,
- Certificates – first aid, DBS etc.
- Attendance record
- We may also ask you for your biography.
- **Additional** - where appropriate, and with full consent, any medical or health conditions that are determined relevant for health and safety consideration.

- **Additionally, the following data will be collected for Junior Members:-**
  - Date of birth,
  - School attended,
  - Number of performance days,
  - Parent / Guardian contact name and number,
  - Details of other nominated “responsible adults”
  - Allergies and health issues,
  - Any other issues of importance to the chaperones.
  - Please refer to our Safeguarding Policy and Procedures for full details.
- Pictures and video are taken which include members and children. These may be used for publicity purposes and some will be kept to record costumes, scenery, staging and performance. Please refer to our Social Media & Photography Policy for full details.

#### **4. How we get the information**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- a. To reply to questions via our website
- b. To communicate with you with regards to a particular performance where tickets have been purchased
- c. To keep in contact with you as a member or friend of the organisation
- d. To hold important information with regards to performance
- e. To help keep you safe when involved in LVP activities

We may also receive personal information indirectly, from the following sources in the following scenarios:

- i. As an emergency contact in case of problems at rehearsals/performances
- ii. External authorities regarding safeguarding
- iii. From our ticket vendors to discuss your purchased ticket.

Under the UK GDPR, the lawful bases we rely on for processing this information are:

- 1) Your consent. You are able to remove your consent at any time. You can do this by contacting the trustees at [trustees@launtonvillageplayers.org.uk](mailto:trustees@launtonvillageplayers.org.uk)
- 2) We have a contractual obligation.
- 3) We have a legal obligation.
- 4) We have a vital interest.
- 5) We need it to perform a public task.
- 6) We have a legitimate interest.

#### **5. Use of data**

##### **a. Members and Friends**

LVP use the collected ‘basic personal details’ to administer the organisation for example, but not limited to, sending you emails regarding productions and socials, rehearsals and similar events that are likely to be of interest to you. Your name, photos and biography may also appear in our show programmes, on our website and social media and on LVP internal communications. All text data is retained according to our retention schedule detailed below. However, you may at any time requested its removal (see contact details above). Pictures and video will be kept indefinitely.

Additional data will be restricted and shared on a need-to-know basis. Please refer to Section 9 below for the retention details.

**b. Advertisers**

Contact details for communication of marketing opportunities.

**c. Suppliers**

Contact and bank account details in order to purchase supplies and services.

**d. Audience**

Contact details to communicate ticketing matters.

**6. Sharing data with third parties.**

Data may be shared with members, friends and volunteers (e.g. independent auditors) on a need-to-know basis. Children’s data is shared with The Attendance and Engagement Team at Oxfordshire County Council as necessary to obtain appropriate performance licenses. No other data is intentionally shared with any third parties, unless legally required to do so, without your consent.

**7. Sharing data within LVP**

Data is only shared within LVP as necessary for the production. Members must agree that they will not share any personal information outside the group without specific consent. In particular Children’s data is shared with those chaperones and helpers who look after the children during performance.

Relevant medical or health conditions may be shared with the appropriate production team members and on duty first aider of any production you take part in.

Production pictures and videos are made available to members and may be used on our website or social media pages. Please refer to our Social Media & Photography Policy for further details.

**8. Storage of data**

Any form completed (paper or electronic) will be stored as evidence of your consent (if given) to store your information and to include you on our appropriate list. Additional data will be kept according to our retention schedule below. LVP will put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Electronic information is stored on the cloud in our LVP storage facilities which are GDPR compliant and secured via passwords. Hardcopy data is held in a locked cabinet/box.

**9. Retention Schedule**

<b>Member text</b>	Generally 2 years after completion of membership However some data will need to be retained longer for legal purposes e.g: <ul style="list-style-type: none"> <li>• H&amp;S details will be kept for 3 years after completion of membership</li> <li>• DBS data will be kept until their expiry date</li> </ul>
<b>Member biography</b>	Permanently
<b>Member photos/media</b>	Permanently

<b>Friend text</b>	Permanently, unless the Friend requests to unsubscribe
<b>Junior Member text</b>	Generally 2 years after completion of membership However the below data will be retained <ul style="list-style-type: none"> <li>• School, DOB, Prior Performances, GP details – 6 months after performance</li> <li>• Accident form details – Until the subject is of an age of 25</li> <li>• Attendance – on completion of performance</li> </ul>
<b>Photos/media of children or young people</b>	Permanently
<b>Supplier</b>	Permanently
<b>Advertiser</b>	Permanently

## 10. Your rights

- **Right of Access**  
You have the right to request a copy of all the personal information we hold about you. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.
- **Right of Rectification**  
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.
- **Right to erasure**  
Data will be retained according to our schedule above. If you require this data to be removed please contact our trustees.
- **Right to Restrict Processing**  
You have the right to instruct LVP on how your personal data is used. If you would prefer your information not to be available to other members, please let us know immediately.
- **Right to Data Portability**  
You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact our trustees or write to our current address which can be found via <https://www.gov.uk/find-charity-information>.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number:0303 123 1113

## 10. Changes to the policy

This document will be updated on an annual basis, or earlier if there is requirement to, or new statutory requirements are made. 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.