Stage One Theatre Group General Data Protection Regulation (GDPR) 25th May 2018

The General Data Protection Regulation replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations.

The information you provide will be held under the General Data Protection Regulation (GDPR) 2018. We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

Our aim is to be as clear as possible about how and why we use information you give us. If your questions are not fully answered by the information below, please contact us.

By providing your personal details you agree to allow **Stage One Theatre Group** to contact you either on the basis of the consents you have given us or for our Legitimate Interests in accordance with current data protection regulations. We do not share your data with any Third Parties

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).

What personal data does Stage One Theatre Group collect?

We routinely collect patrons' data which includes Names, Addresses, Email Addresses, Telephone numbers, previous production booking history, as well as preferred seats in the theatre. We collect this data directly from our patrons when they request tickets.

We also routinely collect members' data which includes Names, Addresses, Email Addresses, Telephone numbers, date of birth if under 18, type of membership, as well as   preferred interests. We collect this data directly from the completed membership application form by our members when they join or renew their   membership to the company.

In addition, further information is gathered when members and non-members audition for a production. This will include Names, Addresses, Email Addresses and Telephone numbers.

What is this personal data used for?

We use patrons' data to advise patrons of forthcoming productions at the theatre, and to confirm bookings.

We use members' data for the administration of memberships; the communication of information; distribution of the **Stage One Theatre Group Spotlight** Newsletter and the organisation of events.

The data gathered during auditions is held solely by the production team (including but not limited to the Director and any appropriate support).

How do we process your personal data?

Stage One Theatre Group 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.

* Keeping us up to date with your details and contact preferences
- Please tell us as soon as any of your contact details change so that we can keep our records up to date.
- You can change the way we contact you or the kind of material we send you at any time.

How is your data stored?

This information is stored in digital format in theatre booking software or in an Excel spreadsheet. Membership Data is collected via paper based application forms, which are securely destroyed after two years.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The **Stage One Theatre Group** committee ensures that the organisation discharges its obligations under the GDPR.

How long do we keep your data for, and why?

We keep patrons data until they notify us that they no longer wish to be held on the database. However, we will delete any patron's contact details entirely on request.

We normally keep members' data in the active spreadsheet for no more than two months after they resign or their membership lapses. We keep a separate archive in case a member later wishes to re-join. However, we will delete any former member's contact details entirely on request.

Data collected during an audition for the purposes of that production will be destroyed once the production is complete.

Viewing the Information we hold about you

Members may request details of all the information **Stage One Theatre Group** holds about you by submitting a written request to our Membership Secretary by email: membershipsecretary@stageonetheatre.com

Patrons may request details of all the information **Stage One Theatre Group** holds about you by submitting a written request to our Box Office Manager by email: boxoffice@stageonetheatre.com

Who sees your information?

Your personal data will be treated as strictly confidential and will only be shared with other members of the company for purposes connected with the companies.

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 be informed about the identity of **Stage One Theatre Group** and how **Stage One Theatre Group** intends to use your information (this is usually achieved through the Data Privacy Notice)
- The right of access to your personal data which **Stage One Theatre Group** holds about you.
- The right to be forgotten (erasure)- to request your personal data is erased where it is no longer necessary for the **Stage One Theatre Group** to retain such data;
- The right to withdraw your consent to the processing at any time.
- The right to rectification (correction) - to request that **Stage One Theatre Group** corrects any personal data if it is found to be inaccurate or out of date.
- The right to data portability - 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