



Be inspired by amateur theatre

# Privacy Policy for Members and Volunteers of the Society

## The

Todmorden Amateur Operatic and Dramatic Society (CIO) **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 or a Volunteer with the Society. Members pay a membership fee and Volunteers are individuals who are involved in supporting the activities of the Society. This includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, admin, direction, choreography and music. Volunteers also include lapsed members, as such members normally wish to remain in contact with the society and may wish to renew their membership at a future date.**

## 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, standing order details. For Members, we may also take your photograph or digital footage and ask you for your biography.

## 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. Your information may also be shared with our Executive Committee members (some of whom are also our Trustees) and with trusted members to perform society related tasks. This use is in our 'Legitimate Interest'. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership, volunteers and with our public supporters. We will not share your information with other third parties without your consent.

We may also use your words, image or footage in publicity materials which we share online and through social-media. We will not share your information 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

Please let us know if your information changes as it is important that the personal information we hold about

We will keep your information for 5 years after you are a paying member or volunteer with TAODS. We keep your information because you may resume your connection you is accurate and up to date. with TAODS and take part again in our activities. However, you can ask us to remove your personal information 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 write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

## 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 Phone to the Administration Officer:

**07850464510**

### By email:

**carolyn@todhip.org**

### By post to:

**TAODS, C/O Carolyn Hall, Harley House, Victoria Road, Todmorden, OL14 5LD**

Date: **06/10/2021**