



noda

Be inspired by amateur theatre



Email – [staustellaos@gmail.com](mailto:staustellaos@gmail.com)

Reg. Charity Number 256573

Website – [www.staustellaos.co.uk](http://www.staustellaos.co.uk)

## Privacy Policy for Members and Supporters (General Data Protection Regulations - GDPR)

St Austell Amateur Operatic Society (St Austell AOS) 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 or Supporter of the Society. Members pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Society. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters 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 and ask you for your biography and for acting members we will require to take costume measurements.

### 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 committee members (who are our Society's Trustees). 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 and with our supporters. 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

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. We will keep your information indefinitely after you remain an active member or supporter of St Austell AOS. We keep your information because you may resume your connection with St Austell AOS 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 email to [secretary.aos@gmail.com](mailto:secretary.aos@gmail.com). 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. All our policies are automatically reviewed biennially. 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

St Austell AOS is the data controller in respect of this data. 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 by email to [secretary.aos@gmail.com](mailto:secretary.aos@gmail.com).

## POLICY HISTORY

Policy Date	Summary of Change	Contact	Ratified Date	Implemented Date	Review Date
01/04/2018	New Policy	Chair	09/05/2018	09/05/2018	May 2019
23/04/2019	No changes	Chair	01/05/2019	01/05/2022	May 2020
23/04/2020	No changes	Chair	05/05/2020	05/05/2020	May 2022
17/04/2022	Changed annual to biennial review	Chair	17/04/2022	17/04/2022	May 2024
22/04/2024	Reviewed, no changes	Governance Lead	19/06/2024	19/06/2024	May 2026