



Be inspired by amateur theatre



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## Privacy Policy for Patrons on our Mailing List (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 come to one of our productions and join our mailing list.**

### The information we collect

We collect basic personal details such as your name, address, e-mail address, telephone number

### How we use information

We will use your information to tell you about our forthcoming shows and similar events that are likely to be of interest to you. This is called 'Legitimate Interest'. We will not share your information with 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 information we hold about you is accurate and up to date. You are on our mailing list because you have been to one of our productions or have expressed an interest in them. Circulating information to you is a necessary part of promoting our productions but you can ask us to stop sending you this information and remove your details from our files at any time. 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 us at [secretary.aos@gmail.com](mailto:secretary.aos@gmail.com). We will take 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	01/05/2019	May 2020
23/04/2020	No changes	Chair	05/05/2019	05/05/2019	May 2022
17/04/2022	Changed annual to biennial review	Chair	17/04/2022	17/04/2019	May 2024

22/04/2024	Reviewed, no changes made	Governance Lead	19/06/2024	19/06/2024	June 2026
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