



Be inspired by amateur theatre



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Reg. Charity Number 256573

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

## Privacy Policy for Trustees of the Society (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 Trustee of the Society. Trustees are elected at Annual General Meeting.

**The personal information we collect from you (in addition to the information collected as a Member)**

We hold the date of birth and home address of Trustees as this a requirement when lodging our annual report with the Charity Commission.

### How we use information

Your name will appear in our Report and Accounts, which are filed with the Charity Commission. We will use your information to inform you of Committee Meetings and your name will appear in the minutes of these Meetings and in the minutes of Annual General Meetings.

### 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 as a Trustee until you cease to become a Trustee but you will be aware that your name will appear on our Report and Accounts, which is a public document. 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 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	01/05/2019	May 2019
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 made	Governance Lead	19/06/2024	19/06/2024	May 2026