

# PLT - Data Privacy Policy

v1.1

30th August 2018

## What data do we store?

- Mailing list (The Friends of PLT) - currently provided by MailChimp
- Customer details (ticket orders) - currently done by TicketSource
- Membership list (name, address, email, phone number)
- Bank account details - Lloyds
- Child Protection documents

All data is stored electronically except for the information required for Child Protection.

## Who has access?

- Mailing list - Data Controller, Publicity, Secretary
- TicketSource - Data Controller, Treasurer, Secretary, Box Office
- Membership list - Data Controller, Membership Secretary (Read/Write), Other Committee Members (Read Only)
- Bank details - Chairman, Treasurer, Secretary

## Security measures to be taken

All PLT committee members and other nominated posts (such as Child Protection Officer) are expected to protect data at all times. They should ensure that their computer has anti-virus software installed and that data is protected by a password. If you carry around PLT data, such as the membership list, in your mobile phone then the phone should be protected by some kind of password or PIN.

## Use of personal data

We collect the name, email address, phone number. and postal address from our members for reasons of child protection and when we apply for 'accredited status' with the Ambassadors Group (the key benefit of which is reduced rates for the Rhoda McGaw Theatre).

We only use personal data to communicate directly with members and 'friends of PLT'; it will not be disclosed to any third parties - except for customers ordering tickets via phone or email (in this case their details will be added to TicketSource and they will be made aware of this when ordering).

There will be implied consent that members of a cast in a play will allow their phone and email to be shared with the director, so that they may be contacted and updated when necessary (e.g. for changes in rehearsal dates).

In certain cases, a performance venue may require a list of names e.g. for security and access to their building, but in these circumstances, we would only provide names and none of the other information held by PLT.

The only data that is stored physically is Children Protection data. Our Child Protection Officer, by necessity, has to retain some data on paper. The personal data is only kept whilst applying for the licence and until the performances which include the children are over. Typically, this means for around 3 months and only includes their names and ages. After the performances the details are all shredded. The accompanying letter, which comes with the actual licence to be displayed, confirms the names of the chaperones only; the youngsters are not named. This letter is kept for the life of the licence, which is one year. The displayed licence itself does not have any personal data on it.

#### Members' and supporters' rights relating to data privacy

For the membership list a member has the right to:

- Report any breach of privacy and receive a response within 30 days
- Ask to see what information is held for them
- Request the amendment or deletion of any information held for them
- After their membership has ended their details will be removed from the list

The mailing list subscribers are covered by MailChimp's privacy policy and have the ability to change their preferences or unsubscribe at any time using links in MailChimp emails.

Subscribers can also request to be removed by contacting [mailinglist@pyrfordlittletheatre.org.uk](mailto:mailinglist@pyrfordlittletheatre.org.uk)

#### Photography and videos

If members take part in PLT productions and activities then they may from time to time be included in photographs or videos and these photos and videos may be published on our website and social media pages, in printed programmes, and for publicity for our productions.

#### Data breaches

A data breach can include: the loss of data via a third party, data being sent to the wrong recipient, or data devices being lost or stolen. Any such breach should be reported to the data controller who will then take a view on whether the breach needs to be reported to the ICO.

#### Contact person (data controller)

PLT will have a data controller who is responsible for ensuring compliance with the regulation, reporting any data breaches, and is the first point of contact for any other data-related issues. The data controller can be contacted via [datacontroller@pyrfordlittletheatre.org.uk](mailto:datacontroller@pyrfordlittletheatre.org.uk)