

Peacehaven Players Theatre Group (The Players) is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from a) the Public, b) Members and Supporters and c) Children and their Parents.

1. Data Collected from:

a) The Public when they buy tickets for a show or join our mailing list

The personal information we collect from you

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.

b) Members and Supporters

Members pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Players. 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, dates of birth, subscriptions and dates paid, standing order details. For Members, we may also take your photograph 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 social media. Your information may also be shared with our committee members. This use is in our 'Legitimate Interest'. You will be aware that our show programmes and social media entries are public documents. We will not share your information with other third parties without your consent.

c) Children and their Parents

This covers children who audition for and/or are cast in one of our productions and their parents/guardians.

The information we collect

Prior to the auditions, we will collect basic personal details such as your name, date of birth, parent/guardians' names, address, e-mail address and telephone number, subscription amounts and dates paid. For those in a show we may also take your photograph and ask for a biography.

Prior to the auditions we will ask parents/guardians to consent to the collection of this personal information and the uses to which it will be put.

How we use information

We will use your personal information and your parents'/guardians' personal information:

- for planning any aspect of the production
- to send you details of our rehearsals and communicate with you about any aspect of the production
- to support your health and well-being whilst you are taking part in rehearsals and performances
- to comply with any legal requirements regarding your participation in the production
- and to compile entries in our show Programme

2. Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

3. 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.

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, see how to contact us 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.

a) The Public

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 contact us using the contact details below. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

b) Members and Supporters

We will keep your information indefinitely once you become an active member or supporter of The Players. We keep your information because you may resume your connection with The Players 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 information.

c) Children and their Parents

We will delete your information once a show is complete.

4. 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.

5. 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 by phone, email or post to the Honorary Secretary whose details may be found on our website www.peacehavenplayers.co.uk