



WARSASH THEATRE CLUB

DATA PROTECTION POLICY

Warsash Theatre Club ('The Club') collects certain data relevant to its individual members through the use of its standard membership registration form. This form and the data it requests can be viewed on The Club's website. Only that data necessary to facilitate active participation in the activities of The Club is collected.

This data is held by The Club Secretary in hardcopy and/or softcopy on the Secretary's personal computing device to which only the Secretary has access. The data held on each member's form is never given out in its entirety, either physically or digitally, to anyone else, unless required for some exceptional circumstance authorised by The Club Chairman.

The Secretary uses this data to communicate with members on behalf of The Club and to record members' agreement to the rules and policies of The Club as described on The Club's website.

The Secretary may give elements of this data to other Club members who have a reasonable requirement for such data in carrying out Club related activities. For example, a production director is likely to require contact details, e.g. phone numbers and email addresses of members involved in their production.

Email addresses may be grouped into online distribution lists, as necessary, to facilitate communications regarding specific activities, such as productions.

Phone numbers may be used to create WhatsApp Groups to facilitate communications between members involved in specific productions.

Audio and video recordings and photographs may be taken by adult members during rehearsals and productions. These may be displayed on the club website and the club Facebook page, and may also be circulated by email and WhatsApp, but ONLY where relevant and appropriate to the production. Email and WhatsApp communications may be sent to groups, sub-groups or individuals as appropriate. Please see also The Club's "Child & Vulnerable Adult Protection Policy" document for additional information regarding these members and their parents/legal guardians.

The Secretary will hold a member's data while they remain a member of The Club, and for a period of two years following either them leaving The Club or having had no contact from them for that time, after which the member's data will be deleted. A leaving member may request that their data be deleted sooner if they wish.

The Secretary will also store any names and phone numbers and/or email addresses provided by prospective new members who have expressed an interest in joining The Club, so they are included on general club communications pending joining. Such "non-member" data will also be subject to the two-year rule described in the previous paragraph.

Document control

The Club's rules, policies and other administrative documentation is held, and publicly available, on The Club's website under the "Documents" tab.

The master copies of all documents are held and maintained digitally by The Club's Document Administrator on a personal computing device to which only they have access. Back-up copies of these masters are held by the Secretary.

The Document Administrator creates PDF versions of the approved masters, which The Club's Website Administrator makes available on The Club's website.

All documents are reviewed and updated as necessary by the Committee every two years, or sooner if circumstances warrant. The process for this is that the Document Administrator will update the master (Word document) as agreed (including the last updated date and version number) and send Word and PDF versions to the Secretary as back-up, and the PDF version to the Website Administrator to replace its predecessor on The Club's website.