

# DATA PRIVACY NOTICE

## PATELEY BRIDGE DRAMATIC SOCIETY

### Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data including photographs. Identification can be by the information alone or in conjunction with any other information in OUR possession or likely to come into such possession. The processing of personal data is governed by [*the General Data Protection Regulation 2016/679 (the “GDPR”*)]<sup>1</sup>.

### Who are we?

PATELEY BRIDGE DRAMATIC SOCIETY is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### How do we process your personal data?

PATELEY BRIDGE DRAMATIC SOCIETY complies with its obligations under [*the GDPR*] by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the charity;
- To conduct activities necessary for the staging of productions;
- To conduct activities necessary for the management and maintenance of The Playhouse;
- To operate our budget and financial accounts and maintain records;
- To process gift aid applications;
- To maintain our historical archive;
- To populate the [www.pateleyplayhouse.co.uk](http://www.pateleyplayhouse.co.uk) web site and our social media links;
- To promote and advertise via print and electronic media the work of PATELEY BRIDGE DRAMATIC SOCIETY;
- To assist with the sale of tickets on our on-line ticketing service; and
- To inform individuals of news, events, activities or performances running at THE PLAYHOUSE, PATELEY BRIDGE.

---

<sup>1</sup> At the time of going to press the new Data Protection Bill, which incorporates the GDPR into national law, has started its journey through parliament. The final form of this legislation is not yet known, we have therefore referred to the GDPR as the relevant legislation.

**What is the legal basis for processing your personal data?**

**Article 6 processing**

Consent of the data subject

*[Please see attached Consent Form].*

**Article 9 Processing**

Explicit consent of the data subject

*[Please see attached Consent Form];*

**Sharing your personal data**

Your personal data will be treated as strictly confidential and will be shared only with MEMBERS OF THE PATELEY BRIDGE DRAMATIC SOCIETY COMMITTEE and DIRECTORS OF PRODUCTIONS. The only THIRD PARTY we will process your data with is our on-line ticketing service.

**How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data.

PURPOSE	RETENTION CRITERION
To administer membership records	Remove two years after membership lapses
To fundraise and promote the interests of the charity	Seven financial years
To conduct activities necessary for the staging of productions	Remove two years after membership lapses
To conduct activities necessary for the management and maintenance of The Playhouse	Remove two years after membership lapses
To operate our budget and financial accounts and maintain records	Seven financial years
To process gift aid applications	Seven financial years
To maintain our historical archive	For the lifetime of PATELEY BRIDGE DRAMATIC SOCIETY
To populate the www.pateleyplayhouse.co.uk web site and our social media links	For the lifetime of PATELEY BRIDGE DRAMATIC SOCIETY
To promote and advertise via print and electronic media the work of PATELEY BRIDGE DRAMATIC SOCIETY	Remove two years after membership lapses
To assist with the sale of tickets on our on-line ticketing service	Remove two years after membership lapses
To inform individuals of news, events, activities or performances running at THE PLAYHOUSE, PATELEY BRIDGE	Remove two years after membership lapses



### **Your rights and your personal data**

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which PATELEY BRIDGE DRAMATIC SOCIETY holds about you;
- The right to request that PATELEY BRIDGE DRAMATIC SOCIETY corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for PATELEY BRIDGE DRAMATIC SOCIETY to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the SECRETARY OF THE PATELEY BRIDGE DRAMATIC SOCIETY [pbdsmembership@btinternet.com].

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## Personal Data Consent Form

Name:

Address:

Telephone:

Email address:

**By signing this form, you are confirming that you have read our Data Privacy Notice and that you are consenting to PATELEY BRIDGE DRAMATIC SOCIETY holding and processing your personal data for the following purposes:**

- To administer membership records
- To fundraise and promote the interests of the charity
- To conduct activities necessary for the staging of productions
- To conduct activities necessary for the management and maintenance of The Playhouse
- To operate our budget and financial accounts and maintain records
- To process gift aid applications
- To maintain our historical archive
- To populate the [www.pateleyplayhouse.co.uk](http://www.pateleyplayhouse.co.uk) web site and our social media links
- To promote and advertise via print and electronic media the work of PATELEY BRIDGE DRAMATIC SOCIETY
- To assist with the sale of tickets on our on-line ticketing service
- To inform individuals of news, events, activities or performances running at THE PLAYHOUSE, PATELEY BRIDGE
- All of the above**

**Please mark the boxes where you are happy to grant consent or tick 'All of the above'.**

I am happy to receive communication via [please mark as appropriate]:

email       text       post       phone

Please note that where you do not grant consent, we will not be able to use your personal data for that purpose so please be aware that this might affect the manner and timeliness with which you receive information, news and updates about activities regarding PATELEY BRIDGE DRAMATIC SOCIETY.

Where you do grant consent, please note that you can withdraw that consent at any time by contacting [[pbdsmembership@btinternet.com](mailto:pbdsmembership@btinternet.com)]. Please note that all processing of your personal data for that purpose will cease at the point you withdraw that consent, but this will not affect any personal data that has already been processed prior to this point.

SIGNED

DATED