

Data Privacy Notice **Watlington Players**

Watlington Players is committed to ensuring your personal information is protected. This privacy notice describes how Watlington Players, the data controller, collects, uses and protects information relating to our members and audience members.

The type of information we hold:

The information we may require from you could include name, address, contact telephone numbers and email address.

If you are not happy how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner's Office at www.ico.org.uk.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information along or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Watlington Players' Committee is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Watlington Players' Committee 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.

4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Committee in order to carry out a service to other Committee members or for purposes connected with the Watlington Players. For members aged 16 and under we share information with Norfolk County Council in line with Child Protection requirements. We will only share your data with third parties outside of the Watlington Players Committee with your consent.

5. How long do we keep your personal data?

We will keep your data for up to 5 years after your last activity with the Watlington Players or until you request it to be destroyed.

6. Your rights and your personal data

Unless subject to an exemption under the “GDPR”, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Watlington Players Committee holds about you;
- The right to request that the Watlington Players Committee 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 the Watlington Players Committee to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provides that data subject with his/her personal data where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where in dispute in relation to the accuracy or processing of your personal data, to request a restriction be placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

7. Contact details

To exercise all relevant rights, queries or complaints please, in the first instance, contact the Watlington Players' Committee.

Chairman – Megan Abbott – chairman@watlingtonplayers.com

Vice-Chairman – Penny Cooke – vicechairman@watlingtonplayers.com

Secretary – Sam Lord – secretary@watlingtonplayers.com