

Privacy Policy



**Bookham Light
Operatic Society**

Formed 1984

Charity No.294190

Current at 30th January 2023 – not valid if printed

Purpose

This Privacy Policy relates to security relating to collection, retention, maintenance, use and destruction of any personal data Bookham Light Operatic Society utilise. It full fills an obligation BLOS may have in law.

Statement

Bookham Light Operatic Society (BLOS) is aware of risk associated with the misuse of personal data and will endeavour to protect against misuse of any data it collects, holds and maintains.

BLOS process personal data under the following lawful basis' in Article 6 of the GDP regulations

- (a) **Consent:** the individual has given clear consent for BLOS to process their personal data for a specific purpose.
- (f) **Legitimate interests:** the processing is necessary for BLOS legitimate interests unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

What Data BLOS Collects & Retains

BLOS collects personal data primarily from two groups of people;

- a) **Members** - those involved in the production of BLOS artistic productions.
and
- b) **The public** – those who attend BLOS productions and fund raising events; they might include ex members of BLOS or members of other societies.

The personal data we collect and retain from *members*:

BLOS collects basic contact information and some physical attributes, including photographs necessary for production and promotion of shows and the society. Records of subscriptions and fees are also recorded. If Children are involved in productions, sufficient data is maintained for the duration of a production to meet the requirements of Child Safeguarding legislation.

The personal data we collect and retain from *the public*:

BLOS collects and maintains basic contact information.

How and When BLOS Retain, Maintain and Destroy Data

Retention

BLOS retain data both in paper and electronic form. The data is held and maintained by members of the committee and duty holders assigned by the committee for specific purposes such as production roles, in stage management or publicity.

Maintenance

Data pertaining to *members* is maintained and updated on a show by show and annual subscription basis.

Data pertaining to *the public* is retained indefinitely or until it becomes evident that the information is no longer of use to the activities of BLOS or BLOS activities are no longer of interest to the person/people to which the data relates.

BLOS rely on *the public* for changes/updates in personal data however from time to time BLOS may request contacts to reconfirm personal data held and willingness for its continued retention. If following two un-responded follow up requests a confirmation is not received personal contact details will be removed and destroyed.

BLOS may retain certain publicity and operational documents for public interest archiving or historical research, or statistical purposes.

How BLOS Use Personal Data

The data BLOS collects is used in the 'Legitimate Interest' of BLOS activities and undertakings.

BLOS uses the personal data it collects;

- to keep *members* and *the public* informed of activities that BLOS believes will interest the receiver
- to keep *members* informed of production related activities and requirements
- in the operation and organisation of BLOS business
- in publicity materials including programmes and world wide web based material

Other than material published in support of a production BLOS does not share personal data it collects with any other individual or organisation unless circumstances oblige it to do so under law, such as, Health and Safety or Child Safeguarding legislation.

Security & Destruction

BLOS will endeavour to maintain the security of the data in its possession and not to disseminate it in any unauthorised manner, i.e. paper copies will be kept securely, and over sight of documents in use guarded against. At redundancy, paper documents will as a minimum be shredded prior to disposal.

Electronic data will be kept on a password enabled device and again over sight of active documents guarded against. E-mail groups will be by blind copy. At redundancy, electronic data will be deleted including from any backup copies held.

Rights of the Subject (the person about whom the data record relates)

As is a Subjects right, access to/deletion of, data pertaining to an individual and only that individual will be provided/destroyed at the request of an individual (or guardians request in the case of a minor) as soon as practical upon reasonable validation of the requesters identification. A Subject Access Request should be made to the BLOS Data Protection Officer (DPO) preferably by e-mail.

Your rights in detail can be accessed here - <https://ico.org.uk/your-data-matters/>


Contact details for questions relating to this policy or to make a Subject Access Request:

BLOS Chairman Selena Edney 07956 624195

DPO Jackie St Johanser

Or in person to a committee member

Sign  Data Protection Officer

Authorised  BLOS Chairperson

Date for review February 2024