



Privacy Policy

Business Reason for Holding Data

The legitimate business of the Beaufort Players is to perform amateur dramatic productions to a wide-ranging audience. This involves the staging of theatrical works; publicity for productions and the group; scheduling rehearsals and backstage activities required to stage a production; and organisation of learning events, social events and other related events.

Contact Details

The contact person on the Committee ("Data Controller") for Data Privacy issues is the Chairman. Currently this is Thomas Cobb (chairman@beaufortplayers.org.uk).

Our physical mailing address is:

Church of the Ascension Hall
Beaufort Road
Ealing, London W5 3EB
United Kingdom

You can contact us electronically using our website: <https://www.beaufortplayers.org.uk>

Types of Data Held by the Beaufort Players

You are a **Member** if you have paid a membership fee to join the Beaufort Players for the current membership year.

You are a **Trial Member** if you attend a production, social event, rehearsal, work day or other event organised by the Beaufort Players in the capacity of a prospective member or ex-member who is interested in joining or helping out the group, but has not yet paid their membership fee.

You are a **Supporter** if you have initiated an interaction with the Beaufort Players and have agreed to maintain an ongoing relationship with us, such as subscribing to a mailing list.

Beaufort Players may hold some or all of the following personal information of our **Members, Trial Members** or **Supporters** in order to carry out our legitimate business.

- Name
- Email address
- Postal Address
- Home and Mobile Telephone Numbers
- Photographs and videos
- Date Consent given to hold data

In addition, if you purchase tickets or goods from us using PayPal, a credit/debit card or a bank transfer, we may also have access to the following:

- Bank sort code and account number

Information Storage, Security, and Access

Our mailing lists are managed by MailChimp. The information is held electronically. MailChimp hold the personal information listed above, but not bank sort codes or account numbers. You can view MailChimp's privacy policy here and our Customer EU Data Processing Addendum here: <https://mailchimp.com/legal/privacy/>. Only members of the committee and publicity committee can view the collected data, via MailChimp's secure website.

If you pay for tickets or goods using our online box office, data processing is carried out by PayPal. The information is held electronically. PayPal hold both the personal information listed above as well as bank sort codes and account numbers. You can view PayPal's privacy policy here: <https://www.paypal.com/en/webapps/mpp/ua/privacy-full>. Only the Chairman and Treasurer can view the collected data, via PayPal's secure website.

If you pay for tickets or goods using our card machine, data processing is carried out by iZettle. The information is held electronically. iZettle hold both the personal information listed above as well as bank sort codes and account numbers. You can view iZettle's privacy policy here: <https://www.izettle.com/gb/privacy-policy>. Only the Chairman and Treasurer can view the collected data, via iZettle's secure website.

If you pay for tickets or goods using faster payments, your data will be held by Santander. This information is held electronically and in physical bank statements. They hold both the personal information listed above as well as bank sort codes and account numbers. Only the Chairman and Treasurer can view this data, via Santander's secure online banking website.

Membership information is held by the Membership Secretary. This information is held physically (on a completed paper membership form) and electronically. Only members of the committee and publicity committee can view the collected data by request to the Membership Secretary. Members are added to a group mailing list which all members are able to send messages to. However, individual email addresses are not visible to members, unless that individual sends an email to the mailing list or another member.

You can see the current members of the committee and publicity committee here: <https://www.beaufortplayers.org.uk/committee/>.

All members of the committee and publicity committee are required to ensure that:

- The computer and portable electronic systems that they use to access personal data are maintained to suitable security standards. This includes keeping the operating system and any related software up to date with the vendor's recommended patch level and installing adequate anti-virus and anti-malware protection.
- Where practicable, two-factor authentication is used to access accounts.
- They do not disclose passwords, access to personal information or the personal information itself to unauthorized parties.

Use of personal data

We only use the personal data of Members, Trial Members and Supporters for the following purposes:

- If you join our **Mailing List**, Beaufort Players will use the information you provide on the sign-up form to send you email updates related to upcoming productions and events of interest.
- If you join our **New Talent Mailing List**, Beaufort Players will use the information you provide on the sign-up form to send you email updates related to events happening in the group which may interest a prospective new member.
- If you become a **Member** or **Trial Member**, Beaufort Players will use the information you provide on the membership form to send you email updates related to events happening in the group which may interest a member.
- If you join our **Ex-Members Mailing List**, Beaufort Players will use the information you provide on the sign-up form to send you email updates related to events happening in the group which may interest an ex-member.
- If you **purchase tickets or goods** from us using PayPal, a credit/debit card or a bank transfer, we will not use the information provided during that transaction for any other purpose.

We will treat your information with respect and we will not use your personal information for any other purposes. We will not disclose personal data to any third parties other than our designated data processors, as listed under "Information Storage, Security, and Access".

You can change your mind at any time, either by clicking the unsubscribe link in the footer of any mailing list email you receive from us or by contacting us. If your information is found to no-longer be valid (e.g. the email address is no longer active or your membership expires) it will be deleted within 30 days.

Photography and Videos

When Members and Trial Members take part in activities organised by the Beaufort Players, including productions, rehearsals and social events, they may be included in photographs or videos. We may use these photographs and videos for publicity for the production or activity or for general promotion of the Beaufort Players. These photographs may be published on some or all of the following:

- our social media pages
- our website
- in printed media, including programmes, press articles and flyers

Your rights relating to Data Privacy

You have the right to:

- Report any breach of privacy and receive a response within 30 days
- Ask to see what personal information is held for you
- Request the amendment or deletion of any personal information held for you

This privacy policy was approved by the committee on 2018-05-20.



Thomas Cobb, Chairman