

Data Protection Policy

Data Protection Act Disclosure

Cuckfield Dramatic Society (The Society) makes the following disclosures under the Data Protection Act 1998.

The society has an exemption from registration as its personal data processing is solely for the purposes of

- Establishing and maintaining membership
- Supporting a not-for-profit body or association.
- Providing or administering activities for either the members or those who have regular contact with it.
- Recording the purchase and use of tickets to the Society's events

It is a condition of ticket purchase, membership and/or subscription to the mailing list (in any capacity) that the Society may act as a Data Controller in respect of the associated personal data.

On occasion some images of persons in the audience may incidentally be recorded in the course of still photography or video recording of the event for publicity or other purposes. However individuals are not identified or catalogued in these images or recordings.

Categories of Personal Data Recorded

The society keeps the following categories of personal data either explicitly or incidentally.

- a. Name and email address(es)
- b. Postal address and phone number(s)
- c. Details of tickets sold, events attended and associated textual notes
- d. Interest and/or technical skill areas, playing age range, previous stage or other experience
- e. Membership type and status, last payment date, last payment method
- f. Notes relating to the administration of the society, and its productions
- g. Video, audio or photographic images from productions or other events

The greatest potential scope of data kept is as follows:

Members (and former members who remain on the mailing list¹): a, b, d, e, f, g

Mailing List Subscribers aka "Friends": a, b, d, g

Audience Only Mailing List Subscribers: a

Ticket Purchasers: a, b, c

Audience Attendees: g

Data Accuracy and Access

- Any individual on the mailing list may adjust their details via the link in each message sent.
- Individuals may request a copy of data held by contacting the membership secretary.
- Updates or corrections may be sent in the same manner.
- A person may also apply to the membership secretary to ask that all administrative data be deleted.

¹ These former members may request data relating to their previous membership may be deleted – see below

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Purpose and Uses of Personal Data

- Physical or electronic mailing lists for distributing, or recording the distribution of, publications, newsletters, articles, text messages or other information to members or subscribers or audience members.
- Maintenance of membership lists, ticket sales and associated financial records.
- Video, audio or photographic images for publicity, training and where appropriate as an archive (typically these are of performers, but may include people in other roles, or, *incidentally* some images of members of the audience).

Disclosure of Data

Data will only be disclosed when required, (and only under the authority of a Society committee member) for the following purposes:

- Disclosures of personal contact details to other members (or those working with them) as part of the Society's productions or other activities (for example between members of cast or crew for a particular production).
- Disclosures to persons acting as ticket agents when required for sales support.
- Disclosures to computer operator(s) and/or service(s) when required to repair/maintain equipment and/or programmes.
- Issuing, or posting on the internet of images, videos or audio, and/or acting or crew roles for publicity and review purposes.
- The Society does not sell or provide its membership list for use by any other organisation.

Data Retention

- Data is retained while a person remains a subscriber on the Society's mailing list(s) or has purchased tickets for a production within the last three years.
- If the owner of the email address selects to "unsubscribe" from the mailing list their records will be marked as inactive and no automated email will be sent.
- Membership information of former members who remain on the mailing list as a friend (or other non-paying mailing list subscriber) will be retained unless the former member explicitly requests that the now surplus to needs data be deleted or unsubscribes from the mailing list.

Data Processing Services

Any data processing services used by the society will be subject to UK and EU data protection rules.

The Society currently uses data processing services provided by [TicketSource](#) and [MailChimp](#).

- TicketSource is based in the UK. For more information see their [Privacy Policy](#).
- MailChimp is part of the US 'Safe Harbor Scheme'. This scheme, which is run by the US government, ensures that data is protected to the same level as it would be in the UK. For more information visit the [MailChimp Privacy Policy](#).

Please note that when tickets are purchased through TicketSource there is a marketing option for TicketSource to send details of other similar events unless the purchaser opts out.