



Privacy Notice & Policy

GENERAL STATEMENT OF INTENT

Tregony Clockhouse Players (the “Group”) is committed to protecting and respecting data privacy. The group have developed this privacy notice in accordance with the requirements of the General Data Protection Regulation 2018 (GDPR). The group has not appointed a Data Protection Officer to oversee our compliance with the GDPR as we are not required to do so, but our committee is faithful to data protection compliance.

Data protection law says that the personal data we hold on you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for the valid purposes that have been explained to you, and not used in any way that is incompatible with those purposes.
- Relevant to the purpose that we’ve told you about and limited only to those purposes.
- Accurate and up to date.
- Kept only as long as is necessary for the purposes we have told you about.
- Kept and destroyed securely with appropriate measures to protect your personal data from loss, misuse, unauthorised access, and disclosure.

1. How do we collect information about you?

- 1.1 We obtain personal information about you if you become a member of our group and complete a membership form.

2. What type of information is collected about you?

- 2.1 The personal information we collect will include your name, email address, telephone number and emergency contact details.

3. The legal basis for processing your personal data.

- 3.1 That you have joined our group and provided your consent for us to process your data.

4. How long do we retain your information?

- 4.1 We will only hold your personal information for as long as is necessary for the proper conduct of our group.
- 4.2 Your membership of the group lapses if you have not paid your annual subscription within four months of it becoming due and your personal data will be deleted from our records within the following month.

5. Who will have access to my information?

- 5.1 We will not sell or rent your information to third parties.
- 5.2 We will not share your information with third parties for marketing purposes.
- 5.3 We will not release your information to third parties unless we are required to do so by law.

6. What are your rights?

- 6.1 **The right to access** – at any point, you can contact the Chair to request the personal data we hold on you, as well as why we hold it and where we obtained the personal data from. Once we have received your request, we will respond within a month and there will be no fees charged for this request.
- 6.2 **The right to correct and update the personal data we hold on you** – if the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 6.3 **The right to have your personal data erased** – if you feel that we should no longer be using your personal data or that we are using it unlawfully, you can request that we erase it. When we receive such a request, we will confirm whether the personal data has been deleted, or the reason why it cannot be deleted.
- 6.4 **The right to object to the processing of your personal data or to restrict it to certain purposes only** – you have the right to ask us to stop processing your personal data or to ask us to restrict processing.
- 6.5 **The right to data portability** – you have the right to receive your personal data from us in a structured, commonly used, and machine-readable format.
- 6.6 **The right to withdraw consent** -to the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.
- 6.7 **The right to complain and to lodge a complaint with the Information Commissioner's Office** – if you consider that our processing of your personal information infringes data

protection laws; you have a legal right to lodge a complaint with the Information Commissioners Office.

Signed: 

Position: CHAIR

Date: 16/5/24

Review Date: May 25