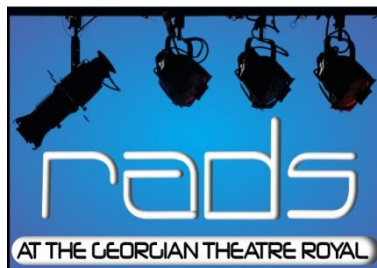


RICHMOND AMATEUR DRAMATIC SOCIETY



GENERAL DATA PROTECTION REGULATION

PRIVACY POLICY

OUR DATA PROMISE

Richmond Amateur Dramatic Society [RADS] is committed to protecting your privacy and data. We will use the information that we collect about you in accordance with the General Data Protection Regulation 2018 and the Privacy and Electronic Communications Regulations 2003.

WHO WE ARE

Richmond Amateur Dramatic Society is a Registered Charity [No. 513237]. We receive no ongoing revenue funding. Our income comes from membership subscriptions, Friends of RADS subscriptions and production ticket sales.

This privacy policy sets out the ways in which we use your data and how you can hold us accountable for that information.

WHAT INFORMATION WE COLLECT

The information we hold on you is

- Your name
- Your postal address
- Your telephone contact number[s]
- Your email address

HOW WE USE YOUR DATA

We use your data to send you copies of the monthly Society Newsletter and any other information that we think may be of interest or importance to you regarding the Society's activities or other drama events. It is also used to process Gift Aid where appropriate.

THIRD PARTIES

We will not share any of your details with any other third party, unless required to do so by law.

GIVING YOU CONTROL

If you do not wish to receive information from the Society as outlined in 'HOW WE USE YOUR DATA' above, you have the option to inform us of that fact at any time and we will ensure that you are removed from our mailing list.

Any request that you make regarding variance, deletion or access to your data will be dealt within one calendar month.

HOW WE KEEP YOUR DATA SAFE

Your personal data will be held in an encrypted format and access is restricted to the relevant Officers of the Society only. It is held in the UK and the processes are EU compliant.

Directors of current productions shall have temporary access to the data and may hold addresses and contact numbers of their production's company members. At the end of the production any member of the company may request that the director deletes their personal data and the director must do so. The personal data of any member of the company who is under the age of 16 years MUST automatically be deleted.

We may need to disclose your details if required to the police, HMRC, regulatory bodies or legal advisors.

SENSITIVE INFORMATION

We will hold no personal sensitive information (e.g. ethnic origin, marital status, employment status).

CHANGES TO THIS POLICY

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website and/or by contacting you directly.

YOUR RIGHTS

You have the following rights related to your personal data:

- the right to request a copy of personal information held about you
- the right to request that inaccuracies be corrected
- the right to request us to stop processing your personal data
- the right to lodge a complaint with the Information Commissioner's Office or Fundraising Regulator.

CONTACT US

Please contact us if you have any questions about Your Data Promise or wish to be removed from any communications:

- Email us on: <mailto:secretary@richmond-ads.org.uk>
- Write to us at: RADS, 6-8 Castle Hill, Richmond, North Yorkshire, DL10 4QP