



## GDPR Policy

Ovation Musical Theatre Club (hereinafter referred to as "the Club") is committed to protecting the privacy and security of the personal data of all its members, staff, and stakeholders. This General Data Protection Regulation (GDPR) Policy explains how we collect, store, use, and protect personal data in compliance with the EU General Data Protection Regulation (GDPR) 2016/679 and other applicable privacy laws.

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### **1. Introduction**

The GDPR sets out strict guidelines on how organizations should handle personal data. As a community-based organization, Ovation Musical Theatre Club takes its responsibility seriously to ensure that all personal data is processed lawfully, transparently, and securely.

This policy applies to all personal data we collect, process, or store about individuals, including members, parents/guardians, staff, volunteers, and any other individuals who interact with the Club.

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### **2. Data Protection Principles**

In compliance with GDPR, Ovation Musical Theatre Club follows the principles outlined in Article 5 of the regulation, which require that personal data is:

- **Processed lawfully, fairly, and transparently.**
- **Collected for specified, legitimate purposes and not further processed in a way that is incompatible with those purposes.**
- **Adequate, relevant, and limited to what is necessary for the purposes for which it is processed.**
- **Accurate and kept up to date.**
- **Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.**

- Processed in a manner that ensures appropriate security of the personal data.

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### **3. Types of Personal Data We Collect**

We collect and process various types of personal data in relation to our members, staff, volunteers, and supporters. The personal data we may collect includes:

- **Contact Information:** Names, addresses, phone numbers, email addresses.
- **Demographic Information:** Date of birth, gender, emergency contact details.
- **Membership Details:** Membership type, participation in activities, performance schedules, attendance records.
- **Payment and Financial Information:** Payment history for membership fees, event tickets, or donations.
- **Health and Medical Information:** (Only for specific circumstances, such as participation in physical activities, to ensure safety.)
- **Images and Videos:** Photographs or video footage from performances or rehearsals (with consent).

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### **4. How We Collect Personal Data**

We collect personal data in a variety of ways, including:

- **Directly from Individuals:** When you join the club, sign up for events, communicate with us, or make a purchase.
- **From Parents/Guardians:** For members under the age of 18, personal data will be collected from their parents/guardians.
- **Through Our Website and Forms:** Personal data may be collected through online forms, membership registrations, or event sign-ups.
- **Through Email and Communication:** Personal data provided through email correspondence or other direct communications.

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### **5. How We Use Personal Data**

We use personal data for the following purposes:

- **Administration of Membership:** To process membership registrations, maintain attendance records, and send event updates or important information.
- **Communication:** To send newsletters, performance information, event details, or updates related to the Club.

- **Performance and Marketing:** To share performance schedules, promote events, and create promotional material such as social media posts (only with appropriate consent).
- **Health and Safety:** To ensure the safety and well-being of our members during rehearsals, performances, or events (e.g., medical information for emergency situations).
- **Financial Transactions:** To process payments for fees, events, or merchandise.
- **Legal Compliance:** To comply with legal obligations (e.g., tax and insurance purposes).

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## 6. Legal Basis for Processing Personal Data

Under GDPR, we process personal data based on the following legal grounds:

- **Consent:** We will obtain explicit consent from individuals (or parents/guardians) for activities such as photos, videos, and the use of personal data for marketing purposes. Consent may be withdrawn at any time.
- **Contractual Necessity:** Processing is necessary for the performance of a contract, such as membership agreements, event bookings, or ticket purchases.
- **Legal Obligation:** Processing is required to comply with legal obligations (e.g., tax, insurance, and safeguarding requirements).
- **Legitimate Interests:** We may process data based on our legitimate interests in administering the club, promoting events, or maintaining communication with members.

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## 7. Sharing of Personal Data

Ovation Musical Theatre Club may share personal data with third parties only in the following circumstances:

- **Service Providers:** We may share personal data with third-party service providers (such as payment processors, event organizers, or cloud storage services) who assist in the operation of the Club, provided they comply with GDPR requirements.
- **Government and Legal Authorities:** We may share personal data to comply with legal obligations, protect against fraud, or safeguard the rights of individuals.

- **Event Promotion:** If required, we may share personal data with third-party marketing partners or sponsors for the promotion of events, but only with explicit consent.

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## 8. Data Security

We take the security of personal data seriously and have implemented technical and organizational measures to protect it against unauthorized access, alteration, disclosure, or destruction. These measures include:

- Secure online payment systems
- Password protection for staff access to personal data
- Encryption of sensitive data where appropriate
- Regular reviews of security protocols and procedures

However, no method of transmission over the Internet is 100% secure, and while we strive to protect personal data, we cannot guarantee its absolute security.

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## 9. Data Retention

Personal data will be retained for as long as necessary to fulfill the purposes for which it was collected. This includes:

- Retaining data for the duration of an individual's membership or participation in the Club.
- Retaining data for a period necessary to comply with legal or tax obligations (e.g., for financial records).
- Periodically reviewing and securely deleting data that is no longer required for our operational purposes.

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## 10. Rights of Data Subjects

Under GDPR, individuals have the following rights regarding their personal data:

- **Right to Access:** You have the right to request access to the personal data we hold about you.
- **Right to Rectification:** You can request that inaccurate or incomplete personal data be corrected or updated.
- **Right to Erasure:** You can request that your personal data be deleted in certain circumstances (e.g., when the data is no longer needed or if consent is withdrawn).

- **Right to Restrict Processing:** You can request the restriction of processing your personal data in certain situations.
- **Right to Data Portability:** You can request a copy of your personal data in a commonly used, machine-readable format.
- **Right to Object:** You can object to the processing of your personal data for marketing or other legitimate interests.
- **Right to Withdraw Consent:** Where processing is based on consent, you have the right to withdraw your consent at any time.

To exercise these rights, please contact us using the details below.

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## 11. How to Contact Us

If you have any questions or concerns about how your personal data is processed, or if you wish to exercise your rights under GDPR, please contact us at:

**Ovation Musical Theatre Club**  
[ovationtheatreclub@outlook.com](mailto:ovationtheatreclub@outlook.com)  
07581 367 624

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## Conclusion

Ovation Musical Theatre Club is committed to maintaining the privacy and security of personal data and complying with GDPR requirements. We continuously review our processes to ensure that your personal information is handled with care and respect.

Thank you for trusting us with your personal data.