

## **Halifax Thespians Ltd Privacy Notice**

1. Halifax Thespians Ltd is the limited company which operates Halifax Playhouse

2. We use personal data for the following purposes:

- To maintain a register of members and others who have chosen to join our emailing list.
- To maintain a register of areas of the company (if any) in which members volunteer to take part
- To disseminate information about theatre activities
- To inform members of Annual General Meetings and Extraordinary General meetings

3. Our legal basis for processing for the personal data:

- GDPR regulations and laws

4. Transfer of personal data to third parties

- None without knowledge and permission

5. By consenting to this privacy notice you are giving the company permission to process your personal data specifically for the purposes identified.

6. You may withdraw consent at any time by contacting the organisation in writing – by post or email in line with Withdrawal of Consent Procedure. Please Note that:

- If you complete an Electoral Roll form, the company considers it reasonable that you should receive relevant Halifax Thespians and Halifax Playhouse information
- If you select certain posts or responsibilities on the membership application form, the company expects that you will willingly receive communications about such activities

7. Safeguards in place to protect your personal data.

Paper records are retained in locked cabinets

Electronic records are maintained in secure documents

8. Retention period: We will store and process personal data:

- From the time you complete and sign an annual Membership Form three years
- With regard to general email databases held for information dissemination, until you withdraw consent

9. Your rights as a data subject: At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that the company holds about you.
- Right of rectification – you have a right to correct data that the company holds about you that is inaccurate or incomplete.

- Right to be forgotten – in certain circumstances you can ask for the data the company holds about you to be erased from our records.
- Right to restriction of processing – except where certain conditions apply to have a right to restrict the processing.
- Right to judicial review: in the event that the company refuses your request under rights of access, the company will provide you with a reason as to why. You have the right to complain.

10. Complaints: In the event that you wish to make a complaint about how your personal data is being processed by the Halifax Thespians, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and the GDPR owner.

The details for each of these contacts are:

**GDPR Officer Keith Royston, [membership@halifaxplayhouse.org.uk](mailto:membership@halifaxplayhouse.org.uk)**

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

[dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk)