



DATA PROTECTION POLICY

1. Who we are:

Solihull Society of Arts (SSA) is a registered charity under number 260027.

Solihull Society of Arts was set up in 1944 and comprises six sections – Art, Drama, Local History, Recorded Music, Solihull On Stage and the SOSage Factory. Each section has a varied programme of events running throughout the year and anyone over 16 is welcome to attend meetings or apply for membership. In addition the Art Section runs occasional events for under 16s and SOSage Factory is specifically for under 18s interested in Musical Theatre.

Members may pay a membership fee and supporters are individuals who are involved in supporting the activities of the Society. Supporters include lapsed members, as such members normally wish to remain in contact with the Society and may wish to renew their membership at a future date.

2. How we treat the personal information we gather:

SSA respects your privacy and understands how important it is that your personal information remains secure. We hope that this policy explains how we collect, manage and protect your details, but if you would like more information, or would like to change the way we communicate with you, please contact us here:

Email: lang96@btinternet.com
Post: Lucilla Lang (Chairman), 96 Tilehouse Green Lane, Knowle, Solihull B93 9ER
Phone: 01564 773128

Your personal data is protected by UK legislation, specifically the Data Protection Act 1998 2018 and the Privacy and Electronic Communications (EC Directive) 2003. It has been noted that the General Data Protection Regulation (GDPR) 2016 will be in force from May 2018 and all efforts have been made to ensure this Policy is in line with this Regulation.

This policy applies to all personal information collected by us. We are the Data Controller of the personal information to which this policy applies.

We will only collect personal information relevant to us. We will hold it securely and will not disclose without your express consent. We will not transfer your personal data outside of the EEA unless we are legally bound to, or with your explicit consent.

The information we collect will typically include:

<ul style="list-style-type: none"> • your full name (parents' names for child members) 	<ul style="list-style-type: none"> • phone number
<ul style="list-style-type: none"> • postal and email addresses 	<ul style="list-style-type: none"> • Subscription amount and dates paid
<ul style="list-style-type: none"> • In certain circumstances, for instance licensing of children for performances, it will be necessary to include their date of birth. 	<ul style="list-style-type: none"> • Gift Aid Status

We may collect and use personal information about children who are members of the Society and/or audition for or are cast in one of our productions. We may collect personal information about their parents or guardians.

SSA may collect and use personal information if you become an Officer of the Society. Officers are elected at General Meetings or a limited additional number may be co-opted by the other Officers.

In some rare cases we may collect information that the Data Protection Act considers to be 'special categories of data' (this could include details of ethnicity or health issues). Such information will only be collected and retained with your explicit consent.

3. How we store your personal data:

All electronic information you provide to us is stored on secure computer sites with restricted access. Paper documentation is filed securely with restricted access.

The transmission of information over the internet is never completely secure. We will do our best to protect your personal data, but cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. This information will be kept for a period of two years in the event that membership is renewed after a break. If not renewed it will be destroyed securely.

4. How we use your personal data:

We will only use your personal data for relevant purposes as members of SSA.

We will use your information to send you newsletters, to give you details of general meetings, shows, rehearsals, production meetings and similar events that are likely to be of interest to you.

Your name and possibly photograph and biography may appear in our show programmes and newsletters. Your information may also be shared with our committee members.

We may also use your personal information for planning aspects of the production, to support your health and well being whilst you are taking part in rehearsals and performances, to comply with any legal requirements regarding your participation in the production.

We may send you details of productions or activities by the Society which we feel may be of interest to you. If you would like us to stop sending these to you, please contact the Chairman (contact details found in section 2).

If you are an Officer or committee member, we may use your personal information in our reports and accounts which are filed with the Charity Commission and Companies House.

We will use this information on the legal basis that it is in our legitimate interests and does not override the rights and freedoms of the individual.

We never share your information with other organisations for marketing, market research or commercial purposes, and we don't pass on your personal information to any other website.

We may disclose your personal information:

- if we are under a duty to disclose or share visitors' personal data to comply with a legal obligation
- for law enforcement purposes

5. Visitors' rights:

Under the Data Protection Act you have the right to:

- ask us not to process your personal data
- see information we hold about you
- ask for inaccurate personal data to be corrected

For a copy of the personal information we hold about you, write to the Data Protection Officer, Lucilla Lang, Chairman, (contact details as Section 2). When we are satisfied of your identity we will send you a copy of your personal information that we are legally required to disclose.

Please contact us at the same address if you believe that information we hold about you is inaccurate and want it to be corrected.

You also have the right to lodge a complaint directly with the Information Commissioner's Office. Their contact details are:

Website : www.ico.org.uk

Email: <https://ico.org.uk/global/contact-us/email/>

Tel: **0303 123 1113**

Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

6. Changes to the policy

This policy may be amended from time to time; for example, to keep it up-to-date or to comply with legal requirements. If there are any significant changes, we will advise you as soon as possible.

Dated 6th June 2018