

Privacy Policy

This Privacy Policy explains when and why Hartley Players (HP) collects personal information about our Members, Patrons and audience, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data on password protected computers, as described in this Privacy Policy and as described when we collect data from you. We will not share your personal data with other organisations or with individuals outside Hartley Players without your prior consent.

We reserve the right to amend this Privacy Policy from time to time without prior notice (amendments will not be made retrospectively). You are advised to visit our website www.hartleyplayers.com/about to view the current policy.

What information we collect and why

We collect the following information about **HP members**:

- Name
- Address
- Telephone number(s)
- Email address (where applicable)
- Membership type and renewal details
- Types of HP activity in which you are interested

in order to:

- process members' subscriptions
- send members newsletters and information about HP shows and other activities
- enable them to take part in our shows and other activities
- enlist help with running HP
- send members information about other local groups' productions and auditions and news about amateur theatre

We will hold HP Members' personal data on our systems for as long as they are a member of the group and for a period of 2 years after they have ceased to be a member (unless you ask us to remove this information).

We collect the following information about **HP Patrons**:

- Name
- Address
- Telephone number(s)
- Email address (where applicable)
- Membership type and renewal details

in order to:

- process members' subscriptions
- send members newsletters and information about HP shows and other activities

We will hold HP Patrons' personal data on our systems for as long as they are a patron member of the group. This information will be removed as soon as you cancel your patron membership.

We collect the following information about **audience members**:

- Name
- Address (where applicable)
- Telephone number (where applicable)
- Email address (where applicable)

in order to:

- process ticket requests
- contact audience members in the event of cancellation of a show
- invite past audience to join our mailing list for future productions



We will hold audience members' personal data on our systems until the show for which they purchased tickets is over. If they consent to be added to our mailing list their name and email address will be held on our systems until they ask to be removed from the mailing list.

Your rights under the General Data Protection Regulations (GDPR)

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object or to or restrict how your personal data is processed.

We can be contacted at:

Email: secretary@hartleyplayers.org.uk or use the contact form on our website www.hartleyplayers.com.

Approved by the Hartley Players committee

23 May 2018