PRIVACY POLICY OF THE RICHMOND SHAKESPEARE SOCIETY

GENERAL DATA PROTECTION REGULATION   MAY 2018

Members may be aware of a new law - the General Data Protection Regulation (GDPR) - which comes into effect in May and affects the way organisations, including charities, keep and process information about their members or other individuals. To reassure our members as to the way we fulfil our obligations under the new law, we have prepared this statement to explain what information we hold about our members, how we use it and how its removal can be requested, if so wished.

The Richmond Shakespeare Society (RSS) holds data relating to:

- the names, postal and email addresses, and telephone numbers of all Full and Audience members

- the dates of birth of those applying for age-related concessionary rates of membership

- records of membership payments made by individuals

- where applicable, the relevant aspect of the activities of the RSS in which a member has indicated an interest

The RSS will not share the data we hold for a member with any third party save for those organisations the RSS contract with to provide the RSS online box office service and its electronic mailing list management, namely Positickets and Mailchimp whose privacy policies may be viewed at http://www.positickets.co.uk/popup_privacy.php and https://mailchimp.com/legal/privacy/ respectively.

The RSS will use the data it holds only for the purposes of:

- keeping members informed of our news and forthcoming events

- involving members in aspects of the RSS activities that they have advised are of interest to them.

On occasion, the RSS may request additional information from individual members - for example in order to reimburse them for expenses incurred on behalf of the RSS. Any such request will explain clearly why the information is required. The information will be used only for the purpose described and will never be retained for longer than is required for that purpose.

A member may, by contacting the membership secretary:
- request a copy of any data that the RSS holds about the member
- request that their data is corrected if it is inaccurate or incomplete
- request the deletion of their data (which will be deleted in any event if they should cease to be a member of the RSS).