

PRIVACY POLICY OF RICHMOND SHAKESPEARE SOCIETY

The General Data Protection Regulation (GDPR) came into effect in May 2018 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 GDPR, 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.

Richmond Shakespeare Society (RSS) holds data relating to:

- the names, postal and email addresses, and telephone numbers of all RSS 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 RSS in which a member has indicated an interest

RSS will not share the data we hold for a member with any third party save, as necessary, with those organisations RSS contracts with to provide the RSS online box office service; its online membership management service and its electronic mailing list management, namely TryBooking; MemberMojo and Mailchimp whose privacy policies may be viewed respectively at:

<https://www.trybooking.com/uk/info/privacy>

<https://membermojo.co.uk/richmondshakespeare/help/privacy>

<https://mailchimp.com/legal/privacy>

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

- administering our membership
- keeping members informed of our news and forthcoming events
- involving members in aspects of RSS activities that they have advised are of interest to them

On occasion, RSS may request additional information from individual members - for example in order to reimburse them for expenses incurred on behalf of 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 can view and amend the data we hold about them via our online membership management system MemberMojo at <https://membermojo.co.uk/richmondshakespeare>.

Any member who does not have online access may, by contacting the membership secretary:

- request a copy of any data that 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 should they cease to be a member of RSS)