



POLICY No 1

PRIVACY POLICY

Newcastle Musical Theatre Company takes your privacy very seriously and is committed to protecting your personal data and handling it responsibly.

This policy sets out how Newcastle Musical Theatre Company uses and looks after the personal information collected from members of the company.

We collect information as a part of membership registration, membership communications, rehearsals, ticket sales and merchandise purchasing.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified.

We collect, use and store the personal data of Newcastle Musical Theatre Company members, their parents or guardians, and emergency contacts.

We are the data controller, responsible for the processing of any personal data you give us.

We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it, in compliance with GDPR Regulations.

You provide information about yourself when you register with Newcastle Musical Theatre Company, and by filling in forms at an audition, a rehearsal or by corresponding with us by phone, e-mail, social media or otherwise.

The information we collect includes:

- Your personal information, and the contact details of a third party in the case of emergency.

- Information about your performing capabilities, including singing, dancing, acting specialities, experience and qualifications.
- Social media handle.
- Number of ticket sales for the current show.
- Photo or video footage (we will only do this if you are over 13 and we have your consent – this consent is provided by you as a part of signing your membership agreement unless you have chosen to opt out)

We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding.

Where we need to collect personal data to fulfil Newcastle Musical Theatre Company responsibilities and you do not provide that data, we may not be able honour or administer your membership.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need members' personal data is to be able to run Newcastle Musical Theatre Company and arrange rehearsals and provide the membership services you are signing up to when you join with Newcastle Musical Theatre Company.

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Legitimate interest

- We process your personal data when and where necessary to pursue our legitimate interests in the following:
- Cast parts for a show
- Inform you of audition details
- Inform you of the rehearsal schedule
- Inform you of show requirements

- Enforce attendance at rehearsals
- Legal claims, compliance, regulatory and investigative matters to protect the safety, security and safeguarding of members and crew and pass information to law enforcement agencies
- Responding to comments or complaints
- Receipts for ticket sales made

You have a right to object to any processing that we undertake for our legitimate interests.

Legal obligation

We are legally required to process your personal data in cases where we need to comply to a legal obligation to which Newcastle Musical Theatre Company is subject under UK Law.

This may include:

- Responding to requests by government or law enforcement authorities.

Performance of a contract

Where we have a contract with you, we will rely on the contractual provisions in order to process your personal data.

This may include:

- Processing membership forms and payments/ subs
- Organising rehearsals
- Sending out rehearsal or Newcastle Musical Theatre Company information and updates
- Sharing data with board members

Consent

Where ever we rely on consent to process your personal data you can withdraw your consent at any time by writing to us at nmtc@live.co.uk

Who we share your personal data with

When you become a member of Newcastle Musical Theatre Company, your personal data will not be shared or transferred to any other member or third party without your expressed consent.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our members or affiliates, or others. Newcastle Musical Theatre Company's data processing will not require your personal data to be transferred outside of the UK.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with Newcastle Musical Theatre Company and for a limited period of time afterwards (in case, for example, you decide to reactivate your membership). We will delete this data after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

We may update this Privacy Policy from time to time, and will inform you to any changes in how we handle your personal data but we advise that you check by on this page for any changes from time to time.

If you have any questions about this Privacy Policy then please contact nmtc@live.co.uk

[Next Review Date: January 2022](#)