

Acton A O S

Privacy Policy for Members and Supporters of the Society

Acton A O S is committed to protecting personal information.

This privacy policy relates to our use of any personal information we collect from you when you become a member or supporter of **Acton AOS**. Members pay a membership fee and supporters are individuals who are involved in supporting the activities of **Acton AOS**. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters also include lapsed members, who wish to remain in contact with **Acton AOS** and may wish to rejoin at a later date.

The personal information we collect

We will collect basic personal details such as your name, address, date of birth, email address and telephone number. Your enrolment fee and the date paid. We will also take your photo and may ask for a biography.

How we use information

We will use your personal information to send out newsletters, letters or emails 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 programme and newsletters. Your information may be shared with our Committee Members (who are our society trustees). This use is in our "Legitimate Interest" You will be aware that our show programme is a public document and that our newsletters are shared amongst our members and supporters. We will not share your information with other third parties without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your personal information.

Your rights

Please let us know if your personal information changes as it is important that the information we hold about you is accurate and up to date. We will keep your information indefinitely after you remain an active member or supporter of **Acton AOS**. We keep your information because you may resume your connection with **Acton AOS** and take part again in our activities. However you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further newsletters. You have the right to request a copy of all personal information we hold about you in a Subject Access Request. To do this, simply write to us at the below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we hold about you.

Changes to this Privacy Policy

We may amend this policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us by phone to the secretary: 1270661592/07850524261

By email: renehancock@btinternet.com

By Post to: 11, Knights Way Shavington CW25HU