



Actors Rechoired Privacy Notice

January 2023 v1.1

What is this Privacy Notice for?

This Privacy Notice sets out the key information that it is essential for people to know prior to providing personal data and information to Actors Rechoired.

We provide this Privacy Notice as the data controller for your personal data; we are responsible to you for how we process it. By using our website and services or by requesting membership, we will collect and use your personal data in the ways outlined in this Privacy Notice.

We are committed to protecting your information and will use any personal data we collect from you in accordance with data protection legislation. If you do not agree with the ways we will use your personal data, then please do not use our website or services.

We may make changes to our Privacy Notice and when we do so we will post any changes on our website with immediate effect.

What is personal data?

Personal data is any information about a living individual that can be used to identify the individual; such as name, address, date of birth, email address, photographs or videos. It may also include special categories of personal data. This is information concerning: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, health data and data concerning a person's sexual orientation.

What personal data do we collect?

Actors Rechoired will only collect and use your personal data when the law allows us to. The type of personal data we may collect includes:

- ♪ Name
- ♪ Professional Name
- ♪ Email address
- ♪ Phone number
- ♪ Photos/video footage
- ♪ Training Certificates
- ♪ Proof of professional status (e.g. Spotlight Link)
- ♪ Audition notes.

The law also allows us to collect special categories of personal data with your explicit consent. Where we do so we will ask for your consent before we process your personal data. You are under no obligation to give consent if we ask for it. Where you do provide consent, you may withdraw it at any time.

What do we use your personal data for?

We collect different data depending on the individual's relationship to the choir; this may include one or more of the following:

Members and Prospective Members – to administer membership and run the Choir

We will process members' personal data for our legitimate interests: to help us plan, organise and run the day-to-day operations of Actors Rechoired (e.g. co-ordinating rehearsals, organising concerts or collecting membership payments) and to promote and market the Choir's activities (e.g. marketing mailing lists and photography/video capture). When you join Actors Rechoired as a member (and

during your membership) or when you complete the contact form on our website, we will collect personal data from you to enable us to carry out our legitimate interests. This will include your full name, professional name, email address and contact number. We will also ask prospective members to provide proof of professional status, such as relevant training certification, current Spotlight link or Equity membership card. These items will be viewed by us to ascertain professional status but will not be stored.

If you give us your consent to do so, we may also use your contact details to send you Actors Rechoired marketing/promotional communications and to organise social or fundraising events. Any marketing communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point by contacting our General Manager via actorsrechoired@gmail.com.

Event Attendees – for processing and managing tickets for events

Where our events are available to be booked online, it will be necessary for us to collect and use your personal data in order to issue you with your ticket. This data will only be used for administering your access to the event/s for which you have booked and will not be used to send you marketing/promotional messages from Actors Rechoired unless you have also provided your consent to receive these (see below). Data collection will also be limited to the details required to issue the ticket, for example, we will not request your address details for e-tickets.

Musical Directors, Directors and Musicians – for contract or other legal purposes

We will collect personal data such as, name, email address and bank details when we enter into a contract to work with an external Director or Musician. These details will be used to contact them about the arrangements relating to their contract with us and to enable us to process payments to them.

Mailing List Subscribers – for marketing and promotion

We offer everybody the opportunity to consent to receive marketing and promotional information on our events and activities, such as emails about forthcoming shows and our newsletter.

When you sign-up to our contact list we will ask for your name and email address and will use this data to send you marketing information. We will only send you information that is related to Actors Rechoired and we will never use your data to send you marketing messages from third parties.

Anything we send you will include a clear option to withdraw your consent and you can also do so at any time by contacting our General Manager via actorsrechoired@gmail.com.

Website Visitors – for running and improving our website

We use cookie technology when a person visits our website to collect and analyse anonymised data on how many people have visited, what pages they have looked at and other statistical information. Users can at any time disable cookies in their browser if they do not wish their (anonymised) data to be tracked.

Children

Our Service does not address anyone under the age of 18 (“Children”).

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we will take steps to remove that information immediately.

Sharing data with third parties

We may pass your personal data to directly related third parties, for example we share it with Mail Chimp as it manages our supporter’s database and Group Space who manage our membership site. We may also use Ticket Tailor or similar to sell tickets for our events and PayPal to take payments. The third parties we share your personal data with are required by law to take appropriate security measures to protect your personal data.

We do not give permission to third parties to use and process your personal data for their own purposes. All of the suppliers we use have a full Privacy Policy of their own available on their website and we would advise all users to read these in full before submitting details.

Actors Rechoired have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Updating your personal data

You can contact us at any time at actorsrechoired@gmail.com to update or correct the personal data we hold on you.

How long will we hold your personal data?

We will not keep your personal data for longer than is necessary for the purposes set out in this Privacy Notice or as required by law. You may request to have your data removed at any time by emailing us at actorsrechoired@gmail.com

How we protect your personal data

The security of your personal data is very important to us. We will ensure that we have in place appropriate organisational and technical measures to prevent unauthorised access, improper use, alteration, destruction or accidental loss of your personal data. For example, our records are held centrally using services such as Mail Chimp and Group Space and are password protected.

What rights do you have?

Under the GDPR, you have the following rights over your personal data and its use:

- ♪ **The right to be informed** about what personal data we are collecting and how we will use it
- ♪ **The right of access** to see the personal data we hold on you
- ♪ **The right to rectification**, to ask that we update or correct your personal data
- ♪ **The right to object** and request that we stop using your personal data for a particular purpose
- ♪ **The right to erasure**, to ask us to delete the personal data we hold on you
- ♪ **The right to restrict processing**, to ask that we temporarily stop using your personal data while the reason for its use or its accuracy are investigated
- ♪ Though unlikely to apply to the personal data we hold and process on you, you also have **rights related to portability and automated decision making**

All requests related to your rights should be made to actorsrechoired@gmail.com

Who to contact for more information or to complain?

Please contact our General Manager at actorsrechoired@gmail.com if you require more information about how we handle your personal data or should you wish to complain about how we have used it. The Information Commissioner's Office (ICO) will be able to provide you with general information about data protection matters and your data protection rights. The ICO can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AFT or online at <https://ico.org.uk>