



# ***The Masque Players*** **Kesgrave**

## **GDPR – 2018 Privacy Policy**

### **Introduction**

For the purposes of the General Data Protection Regulation EU 2016/679 ("GDPR") and UK data protection laws, the controller is Masque Players – Kesgrave ( MPk), who perform at KWMCC Twelve Acre Approach, Kesgrave.

### **About this document**

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member, volunteer or patron of our drama group.

### **How we collect your information**

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website or when you interact with us during your time as a member in various other ways (for example, when you renew your membership);
- Patrons of MPk who have contacted us and expressed an interest in the group and being informed about future events etc.
- During the course of engagement as a volunteer and as may be generated in connection with your relationship with us more generally

### **The types of information we collect**

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (eg name, title email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Basic Financial information in relation to payment details for membership etc;

**WEBSITE USERS:** We collect your data automatically via cookies when you visit our website, in line with cookie settings in your browser. We will also collect data from you when you contact us via the website.

## **How we use personal data**

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your membership, including:
  - informing you about MPk meeting times;
  - taking payment of membership fees;
- Once you are engaged by us in any capacity, for the performance of a contractual agreement between you and us;
- Communication about our activities that we think may be of interest to you;
- Internal record keeping purposes;
- Promoting the MPk group and promoting goods and services of third parties where we think this will be of interest to you, where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.

## **Your marketing preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. For members there are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of MPk. Examples of these essential service communications are:

- Records of transactions, such as payment receipts (as applicable).
- Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about meeting times and dates.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us via our nominated data controller:

Data Controller : Sue Hayes  
Telephone: 01473 725633  
Email: [masqueplayers@hotmail.co.uk](mailto:masqueplayers@hotmail.co.uk)

## **Sharing your information with others**

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our members, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled;
- When we are legally required to do so (by a court, government body, law enforcement agency or any other authority of competent jurisdiction);

## **How long your information is kept**

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid membership

## **Updating this statement**

We may update this privacy policy by posting a new version on this website. You should check this page occasionally to ensure you are familiar with any changes.

## **Your rights**

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or

the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).

- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

### **Contact and complaints**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact our Chairman: Matt Girt

- by email: [masqueplayers@hotmail.co.uk](mailto:masqueplayers@hotmail.co.uk)

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).