



Data Privacy Notice

We hold **some, or all**, of the following personal information for our Members and Supporters:

- Name
- Email address
- Postal Address
- Home and Mobile Telephone Numbers
- Bank Sort Code and Account Number
- Photographs
- Date Consent given to hold data

Information Storage, Security, and Access

Members' and Supporters' details are collected and stored by the following officers of the Committee:

- Honorary Secretary
- Honorary Treasurer
- Sundowners' Director

The Treasurer has access to sort codes and account numbers when supplied, which are stored by Runnymede Drama Group (RDG) on Santander's secure website. Access to this information is limited to RDG's Treasurer and Santander, and is held solely to facilitate safe and secure payments. The details will be held until the account holder asks for it to be removed or if no payment has been made for a period of two years, whichever is the earlier.

All Committee Members and Sundowners' Director holding Members' and Supporters' data are required to:

- Ensure an adequate anti-virus system is installed on their computer
- Ensure that access to the computer is controlled by password (i.e. user accounts are setup)

All information is stored electronically.

Use of personal data

We only use personal data to communicate directly with Members and Supporters; it will not be disclosed to any third parties. It will also only be used to communicate information relating to RDG's activities.

In certain cases, a performance venue may require a list of names e.g. for security and access to their building, but in these circumstances, we would only provide names and none of the other information held by RDG.



Photography and Videos

If Members take part in RDG's productions and activities then they may from time to time be included in photographs or videos, and these photographs and videos may be published on our website and social media pages, in printed programmes, and for publicity for the production, and the Runnymede Drama Group in general.

Members'/Supporters' rights relating to Data Privacy

A Member/Supporter has the right to:

- Report any breach of privacy and receive a response within 30 days
- Ask to see what information is held for them
- Request the amendment or deletion of any information held for them

Contact person

The contact person on the Committee (Data Controller) for Data Privacy issues is the Honorary Secretary: info@rdg.org