



## Data Privacy Notice

Runnymede Drama Group (RDG) takes the protection of the data that we hold about you as a member seriously and will ensure that the data you provide is processed in accordance with data protection legislation.

Please read this Privacy Notice carefully to see how RDG will use and protect your personal data, who it may be disclosed to and why and your rights in respect of your personal data.

### **1. What personal data does the RDG collect?**

The data we collect may include members' and supporters' names, addresses, telephone numbers, email addresses, membership signatures and photographs. We collect this data directly from our members and supporters. However, if it is identified that a member is under 16, then we will formally seek parental / legal guardian's consent.

### **2. What is this personal data used for?**

We use members' and supporters' data for the administration of membership, the communication of information and the organisation of RDG and other events.

### **3. Who is your data shared with?**

Your personal data is not provided by us for use by any other organisation.

### **4. Where does this data come from?**

Data for all of our members and supporters comes from their membership forms at the time they join, or renew their membership, with their updates. Data for our supporters comes from their agreement to be contacted with information on RDG's activities.

### **5. How is your data stored?**

Most of our data, including our main membership database, is stored in digital form on computers. We will keep your personal data within the European Economic Area.

### **6. Who is responsible for ensuring compliance with relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The RDG's Committee is responsible for ensuring that we discharge our obligations under the GDPR and is responsible for maintaining a log of data breaches and notifying the Information Commissioner's Office and any members affected as necessary, in accordance with relevant obligations.



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**7. Who has access to your data?**

Certain members of the RDG Committee have access to membership data in order for them to carry out their legitimate tasks for RDG, such as responding to enquiries from members and supporters, processing membership subscriptions and alerting members and supporters to productions and associated events.

**8. What is the legal basis for collecting this data?**

RDG collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

**9. How can you check what data we have about you?**

If you want to see the basic membership data we hold about you, you can email: [info@rdg.org](mailto:info@rdg.org)

**10. Does RDG collect any “special” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”. RDG does not collect any such data.

**11. How can you ask for your data to be removed, limited, or corrected?**

Please contact [info@rdg.org](mailto:info@rdg.org) to make any updates to your data, or if you want it removed. If it is removed, you will no longer receive any communications from RDG.

**12. How long do we keep your data for, and why?**

We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it is collected. We shall retain this data for such time as you are registered with RDG as a member or supporter.

One year after you cease to be a member or supporter of RDG and/or play an active part in RDG, we shall delete your data, except that needed to maintain evidence of historical RDG participation (e.g., photos and statistical records).