

DATA PRIVACY NOTICE

Dunstable Musical Theatre Company (DMTC)

1. Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

DMTC is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

DMTC complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our rules and constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our members, patrons, friends and audience;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities produced by DMTC and our other similar organisations;

4. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events, and activities and process your gift aid donations and keep you informed about our events. Processing is carried out by a not-for-profit charity and there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of DMTC for purposes connected with our productions or productions you are involved with. We will only share your data with third parties outside of DMTC with your consent.

6. How long do we keep your personal data?

We will retain your data permanently or until you tell us you no longer wish to be informed of our activities.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which DMTC holds about you;
- The right to request that DMTC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for DMTC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact DMCT using info@dunstablemtc.org.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water lane, Wilmslow, Cheshire. SK9 SAF.