



frome  
musical  
theatre  
company

## **Personal Information we collect and how we use the information**

### **Patrons & General Members:**

We will use your information to send you newsletters, letters or emails giving you details of general meetings, Shows and events that are likely to be of interest to you. Your information may also be shared with our committee members. This use is in our 'Legitimate Interest'.

We will not share your information with other third parties without your consent.

### **Playing Members:**

Prior to the auditions, we will collect basic personal details such as your name, email address and phone number, subscription amounts and dates paid. This will be held by our Membership Manager.

- We will use your information to send you newsletters, letters or emails to give you details of general meetings, forthcoming shows, rehearsals, production meetings and similar events that are likely to be of interest to you.
- Your details will be held by the Producer or Director for planning any aspect of a production. Your name, and possibly photograph and biography, may appear in our show programmes and newsletters, your photograph may be used to publicise the show.
- You should be aware that our shows are often filmed to provide a DVD for FMTC archives and for members use only.
- Your information may also be shared with our committee members. This use is in our 'Legitimate Interest'.
- You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters.

We will not share your information with other third parties without your consent.

### **Children U16**

Prior to the auditions, we will collect basic personal details such as your name, address, date of birth, parents' names, address, e-mail address and telephone number, subscription amounts and dates paid. This information will be kept by the Producer or Director of the show.

- We may take photographs for the purpose of promoting the show.
- You should be aware that our shows are often filmed to provide a DVD for FMTC archives and for members use only.

We will also ask you and/or your parents/ guardians to consent to the collection of this personal information and the uses to which it will be put. We are able to accept consent directly from children over 13.

We will use your personal information and your parents'/ guardians' personal information:

- For planning any aspect of the production
- To send you details of our rehearsals and communicate with you about any aspect of the production usually via social media
- To support your health and well-being whilst you are taking part in rehearsals and performances
- To comply with any legal requirements regarding your participation in the production
- To compile entries in our show programme

### **Security**

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

### **Your rights**

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your details on our database for the duration of the Membership year (April 1<sup>st</sup> to March 31<sup>st</sup>). However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further newsletters.

### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

**Complaints** If you wish to make a complaint relating to our data protection practices contact the ICO either email [ico.org.uk/make-a-complaint](mailto:ico.org.uk/make-a-complaint) or by telephoning 0303 123 1113

**How to contact us** For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request please email our Membership Manager Stephanie Hoar [stephandrog@outlook.com](mailto:stephandrog@outlook.com) or phone our Secretary Karen Harley by phone 01373 464057