



WOKING DRAMA ASSOCIATION

www.wokingdramafestival.co.uk

DATA PRIVACY POLICY - May 2018

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
Date Consent given to hold data
Photographs

Information Storage, Security, and Access

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

Honorary Secretary, Honorary Treasurer, Publicity Officer, Woking Festival Secretary, Woking Festival Stage Director.

The Treasurer has access to sort codes and account numbers when supplied which are stored by Woking Drama Association (WDA) on HSBC's secure website. Access to this information is limited to WDA's Treasurer and HSBC 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 WDA Committee Members 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 WDA'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 WDA.

Photography and Videos

If Members take part in WDA's productions and activities then they may from time to time be included in photographs or videos and these photos and videos may be published on our website and social media pages, in printed programmes and for publicity for the production or activity and the Woking Drama Association 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. Currently this is Frankie Godliman (f.godliman@gmail.com)

- End.