

Privacy & Data Protection Policy

1. Introduction

Spixworth Amateur Players (SAPs) is committed to protecting the personal information of our members. We comply with the **UK General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**.

We only collect and use information necessary for the day-to-day running of the group, productions, and events.

2. What Data We Collect

- **Members:** name, address, email, phone number, photo permissions.
- **Audience:** name, address, email, phone number
- Photos/videos may be taken during rehearsals and performances for publicity and the SAP website/social media.

3. How We Use Your Data

We use your information to:

- Administer membership and communicate with you.
- Organise rehearsals, productions, and events.
- Support health and wellbeing activities.
- Meet legal requirements (e.g., child protection, insurance, licensing).
- Create show programmes and publicity materials.
- Share updates about shows and performances.

4. Who Sees Your Data

- Only those who need it: committee members and chaperones.
- Outside SAPs, data is shared only when legally required (e.g., local authority child protection approval).
- Member names may appear on the website, but personal contact details are not shared.
- Photos and publicity materials may be publicly available online.

5. How Data Is Stored

- Paper forms (e.g., costume or registration forms) kept securely and destroyed when no longer needed.
- Computer records held securely by treasurer and organisers.

- Online ticket orders / Paper ticket orders (email, name, address) are destroyed after the performance tickets were for.

6. Our Commitments

SAPs will:

- Collect and use data fairly, lawfully, and only for legitimate purposes.
- Keep personal data accurate and up to date.
- Retain personal data only as long as necessary.
- Respect members' rights to access, correct, or request removal of their data.
- Protect personal data with appropriate security measures.
- Ensure everyone follows good practice.
- Respond promptly to queries about data protection.
- Regularly review and update our procedures.

7. Your Rights

- You can ask to see what information we hold about you.
- You can request corrections or removal of data (except where we must keep it for legal reasons).
- Specific photos can be removed from our website/social media on request.

8. Data Protection Principles

1. Personal data must be processed fairly, lawfully, and transparently.
2. Data must be collected for specific, lawful purposes and not used for anything incompatible.
3. Data must be adequate, relevant, and not excessive.
4. Data must be accurate and kept up to date.
5. Data must not be kept longer than necessary.
6. Data must be processed in line with individuals' rights under GDPR.
7. Data must be protected against unauthorised access, loss, or damage.
8. Data must not be transferred outside the UK/EEA unless adequate protection is ensured.