
LYMINGE DRAMATIC SOCIETY

DATA PROTECTION POLICY

1 ORGANISATION

Lyminge Dramatic Society (LDS) is an amateur theatre club. The Data Controller can be contacted via data.control@lymingedramaticsociety.co.uk.

2 DATA HELD

There are three sets of personal data held and processed by LDS

- Members
- Newsletter recipients *
- Customers (potential audience members) *

None of the above information is shared with other organizations apart from Mailchimp.com (for those datasets marked * above), which is used as a bureau to facilitate email composition and transmission. Data stored with Mailchimp is accessed via a secure website under password protection and is not shared with any other organization.

2.1 MEMBERS

2.1.1 INFORMATION HELD

- Name
- Whether paid for the current year

Source of Information: Application for membership provided by the subject. This is sometimes received by the Membership Secretary, who passes the information to the Treasurer, but does not retain it. Contact details are not retained but passed on to the Newsletter Recipients list (2.2, below). Many of the members are also personal friends, so contact details are also held in that capacity.

Lawful basis for processing: Legitimate interest - LDS needs to know which members have paid a subscription.

Retention / correction of data: Data is retained unless specifically requested not to, as members frequently rejoin after a period of non-membership. Any necessary corrections to the data will be applied by the Treasurer.

Data Location, Access and Security: Held on the Treasurer's personal computer, under password protection.

2.2 NEWSLETTER RECIPIENTS

2.2.1 INFORMATION HELD

- Name (first + surname)
- Email Address

Source of information: Can be any of the following:

- Membership Secretary passes name and email address of new members who are then asked if they wish to subscribe to the newsletter. They subscribe by reentering their own email address and name and clicking a button to authorize. *
- Others who may be interested are invited to subscribe in a similar way to members.*
- By subscribing via the LDS website or Facebook Group.

* Subscribers who have previously joined via this route are being invited in April 2018 to resubscribe to ensure that express consent has been received for sending newsletters by email. Newsletters will not be sent in the absence of this consent.

Lawful basis for processing: Permission given by the subject.

Retention / correction of data: Every email sent includes the option to unsubscribe or amend personal details.

Data location, Access and Security: Stored in its own individual account with the Mailchimp service under password protection. Mailchimp.com can be separately requested by the subject to correct or remove a subscriber's details.

2.3 CUSTOMERS (POTENTIAL AUDIENCE MEMBERS)

2.3.1 INFORMATION HELD

- Email address
- Name (in some cases)

Source of information: Can be any of the following:

- Forms completed at previous performances, asking if they would like to hear about future shows.*
- Recorded while purchasing tickets (and giving express consent to receiving information on future performances)*
- By subscribing to information about future productions via the LDS website or Facebook Group.

* Subscribers who have previously joined via this route are being invited in April 2018 to resubscribe to ensure that express consent has been given. Mailings will not be sent in the absence of this consent.

Lawful basis for processing: Permission given by the subject to keep them informed of productions.

Retention / correction of data: Every email sent includes the option to unsubscribe or amend personal details.

Data location, Access and Security: Stored in its own individual account with the Mailchimp service under password protection. Mailchimp.com can be separately requested by the subject to correct or remove a subscriber's details.