

Members and Supporters

South Downe Musical Society and the General Data Protection Regulations 2018

South Downe Musical Society is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Member or Supporter of our society.

Members pay a membership fee (unless they are Life Members), whilst **Supporters** are individuals who are involved in supporting the activities of the Society. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, ticketing, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. **Supporters** may also include lapsed members who wish to remain in contact with the society or may wish to renew their membership at a future date.

The information we collect

We collect basic personal details such as your name, address, e-mail address and telephone number, subscription details and dates paid, standing order details. For Members, we may take your photograph and ask for your biography.

How we use your information

We will use your information to send you newsletters, letters or emails to give you details of general meetings, shows, rehearsals, production meetings, social events and similar events that are likely to be of interest to you.

Your name and sometimes your photograph and biography, may appear in our show programmes and newsletters. Your information may also be shared with our committee members (who are our society's Trustees). This is called 'Legitimate Interest'. You should 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.

Security

We put in place reasonable 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 information we hold for and about you is accurate and up to date. If you choose not to renew your membership we will remove your personal details from our database of members unless you specifically request to remain on our database as a Supporter of the society. **Members and Supporters can ask for their details to be removed from our files at any time and we will do so and stop sending you any further emails or newsletters etc.**

You have the right to request a copy of all the information we hold about you in a **Subject Access Request**. To do this, simply the Secretary us at the address below. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example to keep it up to date or 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 you permission first.

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 contact us by emailing: secretary@sdms.org.uk