

South Devon Players Theatre & Film Company
GDPR Policy
2019

This policy sets out how we manage data within the organisation.

Please be aware that we cannot “pass on” or share one persons contact details to another. If you need to contact someone in our team, please send us a message, including a method for them to contact you; and we will forward it to that person; it is then up to them to make contact with you.

We only retain minimal data about any individual, insomuch as is required for the theatre/ film productions.

Our use of data.

We retain contact details of cast, crew, and those who have contacted us with enquiries for up to two years.

This is strictly for internal communications relating to specific theatre productions, team discussions, or letting people know about new opportunities.

Actors in a production are asked to provide us with dates that they are available for rehearsals, and shows, as well as contact details, and on occasion, if needed, clothing measurements; age, and contact of next-of-kin. These details are retained on paper for the duration of the production and then shredded.

Cast and crew are also asked to sign contracts allowing use of their images, recordings and appearance on camera/ stage. These contain actors name, address and signature, and are retained permanently in a secure file. Photos and recordings may be used online, in print and in media current or to be created, to publicise the production company, or by the persons in the images for personal portfolios.

Cast and crew often use Facebook groups for discussing and working on productions, however, they are not under any obligation to do so, and the use of data shared therein is subject both our social media policy and non-disclosure policies.

Our public mailing list is hosted on Mailchimp, which itself complies with GDPR, and from which any person signed up, can withdraw at any time they wish. This mailing list has a double opt-in to ensure that people have agreed to be contacted with our news. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies

to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection officer Laura, at southdevonplayers@gmail.com

In case of legal/ law enforcement or medical emergency, we may provide access to law enforcement or medical professionals, to information about relevant individuals. This would only be provided on a need-to-know basis, and upon being provided with formal identification by said professionals.

Should an individual wish to have personal data removed from our records, or to enquire about what information is held, they may do so with a response to be given within one month. They may contact Laura on southdevonplayers@gmail.com

Paper based data is saved in a locked folder, at our secretarys address, with one key to access.

Online data is held on company accounts (email/ mailchimp) and can only be accessed by our secretary, with regularly changed passwords.