

Launton Village Players (Registered Charity No: 1190149)

Privacy Policy

Contact: The Trustees - trustees@launtonvillageplayer.org.uk

1. Personal data LVP collect

a) During general contact with LVP:

- Name, email address and phone number/s

b) As an adult member or Friend we may also be required to collect:

- Emergency contact details (name, email, phone numbers)
- Any relevant medical & health conditions
- Any relevant qualification
- Bank details as needed to reimburse approved expenses
- DBS number and Expiry
- Attendance record
- Photos/media records

c) As a Junior member we may also be required to collect:

- Parent/Guardian Contact details
- School details
- Prior performance details over 6 months
- GP's details

2. How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To reply to questions via our website
- To communicate with you with regards to a particular performance where tickets have been purchased.
- To keep in contact with you as a member of the organisation
- To hold important information with regards to performance
- To help keep you safe when involved in LVP activities

We may also receive personal information indirectly, from the following sources in the following scenarios:-

- As an emergency contact in case of problems at rehearsals/performances
- External authorities regarding safeguarding
- From our ticket vendors to discuss your purchased ticket.

Under the UK GDPR, the lawful bases we rely on for processing this information are:-

- 1) Your consent. You are able to remove your consent at any time. You can do this by contacting the trustees at trustees@launtonvillageplayer.org.uk
- 2) We have a contractual obligation.
- 3) We have a legal obligation.
- 4) We have a vital interest.
- 5) We need it to perform a public task.
- 6) We have a legitimate interest.

3. Who we share your data with

Other than members and volunteers on a need to know basis, we are required to share some data with authorities namely The Attendance and Engagement Team at Oxfordshire County Council.

4. How we store your personal information and how long we keep it

Your information is securely stored security on our cloud based GDPR approved storage site with access restricted under a need to know basis.

Member text	Generally 1 year after completion of membership however some data will need to be retained longer for legal purposes e.g: <ul style="list-style-type: none"> • H&S details will be kept for 3 years after completion of membership, • DBS data will be kept until their expiry date
Member biography	Permanently
Member photos/media	Permanently
Friend text	3 years after the last active participation
Child Member text	Generally 1 year after completion of membership However the below data will be retained <ul style="list-style-type: none"> • School, DOB, Prior Performances, GP details – 6 months after performance • Accident form details – Until the subject is of an age of 25 • Attendance – on completion of performance
Child photos/media	Permanently
Supplier	Permanently
Advertiser	Permanently

5. Your data protection rights

Under data protection law, you have rights including:

- **Right of Access**
You have the right to request a copy of all the personal information we hold about you. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.
- **Right of Rectification**
Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date.
- **Right to erasure**
Data will be retained according to our schedule above. If you require this data to be remove please contact our trustee.
- **Right to Restrict Processing**
You have the right to instruct LVP on how your personal data is used. If you would prefer your information not to be available to other members please let us know immediately.
- **Right to Data Portability**
You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at trustees@launtonvillageplayer.org.uk, if you wish to make a request.

6. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at trustees@launtonvillageplayer.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>