



Policy Statement: Privacy Policy

We are committed to protecting and respecting any personal information that is shared with us. We operate at all times within the context of current UK legislation. This policy is intended to comply with the General Data Protection Regulation (GDPR) 2016, which will be effective from 25th May, 2018. The policy describes:

- the type of information we collect from you or that you share with us;
- how we use it;
- how we share it with others;
- how you can manage the information we hold; and
- how you can contact us.

1. Contacting Bawds

For the purposes of the GDPR, the data controller is Bawds, a company delivering amateur theatre productions in and around Cambridge. All those associated with Bawds are volunteers and the company is managed by a Management Committee. If you would like to know what information we hold about you or if you have any other queries related to the Privacy Policy, our contact details are published on our Company website at www.bawds.org.

2. What information do we collect from you?

We only collect information which is necessary, relevant and adequate for the purpose for which you provide it as described below.

2.1 Auditions

If you audition for a Bawds' production, you will be asked to complete an audition form providing details that include your name, home address, landline telephone number, mobile telephone number and email address. We will collect and hold this information for the duration of the production and will add your details to our mailing list (see below) unless you specify that you do not wish us to do so. In that event, we will delete the information from our records, whether stored electronically or in hard copy, at the end of the production.

2.2 Company Contact Lists

The audition form you complete will only be available to the relevant director and the production secretary and will be shredded at the end of the production. If you are offered a part in the production or are a member of the crew, you will receive an electronic copy of the Company Contacts List, which contains the names, landline and mobile telephone numbers, email addresses and area where each person lives (e.g. Girton) but will not include home addresses. This information is provided to help company members contact each other during the rehearsal and performance period. If you do not want your personal details to be used in this way, you must contact the production secretary and director to make this clear.

2.3 Mailing Lists

We maintain a Company mailing list to assist in marketing Bawds' productions and to provide information on our activities via our e-newsletter. If you are entered on our mailing list, you will receive a monthly e-newsletter together with details regarding the Company, including information on play readings and any of our own shows. Bawds will not use the contact details you supply to send material out on behalf of any other company. If you would like to remove your details from our mailing list, you may do so at any time by using the 'unsubscribe' link shown in our e-newsletter or by contacting us via the Company website at www.bawds.org.

We also maintain a separate mailing list for anyone interested in assisting with front of house arrangements as a steward for our own shows or for those of our sister company, Combined Actors of Cambridge. The mailing list contains your contact details, including name, landline telephone number (if provided), mobile telephone number and e-mail address. If you would like to remove your details from the front of house mailing list, you may do so at any time by contacting us via the Company website at www.bawds.org.

2.4 Website: Biographies

We invite people who have been involved in any of our productions to provide brief biographical details and photographs which we will display on the 'Biographies' pages of the Company website. If you would like to amend or delete any or all of the biographical data or images at any time, please tell us via the Company website at www.bawds.org. Any requests to delete or amend information will normally be actioned within 48 hours.

2.5 Website – Production details

We will publish the names of all those involved as cast or crew on the Company website for all our productions under the 'Archive' or 'Productions' pages. This information will be limited to your stage name and the role you played, whether on stage or as a member of the production team. We will also retain a copy of the programme for every Bawds' production in our hard copy archive, which is maintained by our Chairman. By joining the company of any of our productions, you consent to our retaining the programme as a permanent record. You may, if you wish, request a photocopy or scan of such information, which will be supplied within 30 days.

2.6 Rehearsal and production photographs

During rehearsals, we reserve the right to take photographs of cast members to assist with marketing our productions, usually through the Bawds' Facebook page or Twitter feed. Cast members will always be given the opportunity to see the photographs that we propose to use. Unless you make it clear to the photographer that you do not wish a specific photograph to be used, we will reserve the right to publish it.

Other cast members may choose to take informal photographs during rehearsals. As a company, Bawds does not accept responsibility for photographs taken by anyone other than the official photographers, currently the Publicity Officer and the Production Photographer. When offered a part in any Bawds' production, cast members will be reminded to be sensitive to the wishes of others when posting pictures on social media. However, you

should speak to the relevant cast member directly if you do not wish them to publish photographs in which you appear.

Photographs will normally be taken during the dress rehearsal for the following purposes: marketing; as a permanent record on the Bawds' website; and for purchase by cast members and crew. By accepting a part in a Bawds' production, you accept that your image may be used for the purposes described above.

2.7 Correspondence

If you choose to correspond with Bawds for any reason, either by letter or e-mail, we reserve the right to retain a copy of that correspondence and any response. We will only keep any such information in accordance with the terms of this Privacy Policy.

2.8 Data provided by third parties

We do not offer a direct ticketing service for our productions, as this will be supplied by the relevant venue. Each venue will be expected to publish its own privacy policy, a copy of which will be held by Bawds. As we do not offer a ticketing service, it is very unlikely that we would receive any personal data regarding any bookings you might make. In the unlikely event that this were to happen, we would delete the details. You are advised to check with the relevant venue if you wish to find out how your data will be used.

2.9 Under-18s

If you are under 18, you must obtain your parent or guardian's consent before you provide any personal information to us. Users without such consent are not permitted to provide us with any personal information.

3. How do we use your information?

3.1 As indicated above, Bawds will only process information that is necessary for the purpose for which it has been collected. You will always have the option not to receive marketing and/or other communication from us and you may withdraw your consent to the use of your data at any time. We will never send you 'junk' e-mails or share your personal information with any other organisation, except where legally required to do so.

3.2 We will only use your information for the following purposes:

- a) to provide you with information about our company, productions and marketing events that you may request from us or that we think may interest you;
- b) to allow you to participate in any interactive features of our service when you choose to do so e.g. via our Twitter feed or Facebook page;
- c) to provide customer service in relation to your use of the Company website e.g. to deal with enquiries, complaints or comments relating to our productions or your use of the Bawds' website and to notify you about any changes to our services;
- d) to display any biographical details or photographic images you supply on the website until you ask for them to be amended or removed;
- e) to assist with auditions and communications between cast and crew involved in specific productions as outlined in 2.2 above. We will always advise company members to delete copies of company contact lists at the end of each production but

have no power to enforce this so if you do not want us to share your details in this way, you must inform the director at the audition.

4. How do we share your information?

- 4.1 Other than as expressly set out in this Privacy Policy or as otherwise required or permitted by law, we will not share, sell or distribute any of the information you provide to us without your consent.
- 4.2 You should note that all elements of our website are visible by users of the site throughout the world. You should therefore take care when submitting information about yourself and only submit information that you are happy to share in the public domain. You may request that your data is removed from the website at any time, except as specified in 2.5 above.

5. Cookies

- 5.1 We do not use cookies on our website.

6. Third party sites

- 6.1 The Bawds' website does not contain links to other websites or microsites operated by third parties. We operate our mailing list using the marketing platform **MailChimp®** (www.mailchimp.com). This Privacy Policy does not apply to **MailChimp®** so you should consult the terms and conditions and privacy policies of **MailChimp®** to find out how they collect and/or use your personal data and to establish whether and for what purpose they use cookies.

7. How long do we keep your data and how secure is it?

- 7.1 We take precautions to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage. We will retain your information until you advise us that you want it to be removed or as long as the law requires or permits.
- 7.2 Data transmission over the internet is inherently insecure and we cannot guarantee the security of any data you send us.
- 7.3 We undertake regular security reviews to ensure that the website and mailing list remain safe and secure for your protection.
- 7.4 If we suffer a security breach that compromises any personal data, we will notify the Office of the Information Commissioner (ICO) within 72 hours as required by law.

8. Your rights

- 8.1 You are entitled to see the information we hold about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us via the website at www.bawds.org. We will not charge a fee for the first two such requests you make but may thereafter charge a fee to meet our costs in providing you with details of the information we hold about you.
- 8.2 You may request us to cease sending you any marketing information or newsletters at any time by notifying us in writing. Alternatively, each newsletter and e-marketing link sent to you will contain an easy, automated way for you to unsubscribe from our mailing list.

8.3 If you receive any unwanted, unsolicited e-mails sent via this system or purporting to be sent via this system, please contact us immediately via the website at www.bawds.org.

9. Updating information

9.1 Please tell us if the personal information we hold about you needs to be corrected or updated at any time.

10. Changes to our Privacy Policy

10.1 We reserve the right to make changes to the Privacy Policy from time to time. A copy of the current Privacy Policy can be found on the Bawds' website and any changes will be advised in the next available e-newsletter.

Policy established: May 2018

Review date: May 2020 (subject to any earlier changes required by law)