

CORBY AMATEUR THEATRICAL SOCIETY

Data Protection Policy

Corby Amateur Theatrical Society (CATS) stores and processes personal data on its members and members of the public who correspond with the society. This includes contact details (phone, email and address) and, in the case of members under the age of 16, date of birth and parent/carers' contact details. Additionally, to comply with safeguarding requirements, we store copies of documents proving the date of birth of child performers (e.g. passport, birth certificate) as well as copies of DBS certificates.

This personal data is provided by the members themselves via their membership form and/or from the parents of the of the younger performers and is used for the purposes of society administration.

CATS have conducted a Legitimate Interests Assessment and consider this to be the lawful basis for the processing of members personal data.

Members are entitled to request access, rectification and erasure to any data held about them by CATS by making a written request to the Janis Young, the secretary (the Data Protection Officer).

- All personal data should be stored securely.
 - Electronic data should be stored on the CATS Google Cloud Services Account and only copied to local devices for processing. Any local copies should be deleted once processed.
 - Physical data (e.g. membership forms) should normally be stored in a locked facility at the CATS unit. When required at other locations (e.g. children's contact details at a venue), the responsible officer should take all reasonable steps to ensure the security of the documents.
- Personal data should only stored for as long as necessary.
 - Personal data about members with voting rights should be kept for a maximum of 3 years. This is to allow sufficient time for the auditing and regulation to take place for the period when they were a voting member.
 - Personal data about members without voting rights (e.g. associate members) should be destroyed within 1 month of their membership expiring.
- Personal data should only be shared within the organisation for the purposes of society administration.
 - Personal data can only be shared between the members of the management committee, board of trustees and any other person or organisation deemed by the management committee as having a legitimate need (e.g. Cast Rep or NCC Child licensing) for the purposes of society administration.
 - Members of the management committee should take care not to inadvertently share personal data with other individuals or organisations. For example, sending emails with multiple recipients, on social media or using personal messaging services.

Should a member of CATS become aware of a breach of personal data they should immediately inform the data protection officer who shall complete a personal data breach record.