



## **Maidenhead Operatic Society – Privacy notice for members and former members**

Maidenhead Operatic Society (MOS) is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the data protection legislation.

### **Who's responsible for data the group collects?**

MOS is a Data Controller under the GDPR. The committee member with responsibility for data protection is Claire Sargent, who can be contacted via [mail@mos-uk.org](mailto:mail@mos-uk.org).

### **What data do we collect and what do we use it for?**

MOS collects data from individuals to help us plan, organise and run the day-to-day operations of the group (e.g. co-ordinating rehearsals or collecting membership and show fees) and to promote and market the group's activities (e.g. details forthcoming shows and social events).

When you join MOS as a member<sup>1</sup>, or during your membership with us, we may need to collect some of the following information on you:

- Name and contact details
- Audition notes
- Shows performed in
- Biography
- Photos
- Measurements
- Gift aid declarations

This data will be used by committee members and production teams to manage your membership with MOS and to organise and run our activities. We will use your information for all aspects of show production (administration) from sending out a rehearsal schedule to organising costumes. Your name and photograph, and possibly biography, may appear in our show programmes and other advertising materials. We will use your contact details to provide you with society news and events (details of general meetings, show announcements and social events etc).

It is interests of the Society to use your information in this way and the legal basis for processing is legitimate interest (UK GDPR article 6 (1) (f)).

### **Do we share your data with anyone else?**

We will only share your personal details when it is necessary for show administration. We may therefore provide third party costumiers with your name and measurements.

You will be aware that our show programmes and other marketing materials are public documents.

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<sup>1</sup> A member is someone who has paid the annual subscription or is about to pay it. Former members and Life Vice Presidents are also covered by this notice.

### **How can you update your data?**

You can contact us at any time at [mail@mos-uk.org](mailto:mail@mos-uk.org) to update or correct the data we hold on you.

### **How long we will hold your data?**

The MOS data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Unless you have instructed us otherwise we will keep your name and email address on file indefinitely – in expectation that you want to receive news of future productions which may be of interest to you.

### **How do we maintain the security of your data?**

MOS has put in place reasonable technical and operational security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

We do not store or transfer any of your data outside of the European Economic Area (EEA).

### **What rights do you have?**

MOS handles your personal data in accordance with the rights given to individuals under data protection legislation. In certain circumstances, you have the right to restrict or object processing, please contact us to exercise these rights.

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

If you have a concern about the way MOS processes your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, at <https://ico.org.uk/concerns/>.

All requests related to your rights should be made to the committee member responsible for data protection, Claire Sargent (via [mail@mos-uk.org](mailto:mail@mos-uk.org)).

### **What will we do if anything changes?**

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.

### **Updates**

This privacy notice was last updated in October 2022. Information was added to clarify the legal bases MOS relies on for processing your data.