

## **BROS Theatre Company Privacy Policy for Members and Supporters of the Society**

**October 2019**

**BROS Theatre Company is a Registered Charity No: 269985**

BROS Theatre Company (the Society) is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Member or Supporter of the Society. Members pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Society. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters also include audience members and lapsed Members, as those who have taken part in Society activities normally wish to remain in contact with the Society and may wish to renew their membership at a future date.

### **The personal information we collect from you**

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions and dates paid, standing order details. For Members, we may also take your photograph and ask you for your biography.

### **How we use information**

We will use your information to send you newsletters, letters or emails to give you details of General Meetings, Shows, Rehearsals, Production Meetings and similar events that are likely to be of interest to you. Your name, and possibly photograph and biography, may appear in our show Programmes and newsletters and may be included on the Society website ([www.brostheatrecompany.org](http://www.brostheatrecompany.org)

) and linked social media pages about the activities of the Society. Your information may also be shared with our committee members and the officers/Trustees of the Society. This use is in our 'Legitimate Interest'. You will be aware that our website, linked social media pages and show programmes are public documents and that our newsletters and social media pages are shared amongst our Membership and with our Supporters. We will not share your information with other third parties without your consent.

A separate privacy policy has been prepared visitors to the website of the Society and is published on the website at <http://www.brostheatrecompany.org/privacy-policy/>

### **Security**

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

### **Your rights**

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.

We shall keep your information indefinitely after you remain an active Member or Supporter of the Society because you may resume your connection and take part in the activities of the Society in the future.

However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further newsletters.

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, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

### **How to contact us**

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

By email: using our website contact form at [www.brostheatrecompany.org](http://www.brostheatrecompany.org)

By post to: 98 Cambridge Road, Teddington, Middlesex, TW11 8DJ