



heos1911@gmail.com
Registered Charity No: 80279

PRIVACY POLICY TRUSTEES

HEOS Musical Theatre is committed to protecting your privacy and takes the management of any personal identifiable information very seriously.

This Privacy Policy relates to our use of any personal information we collect from you when you become a Trustee of the Society. Trustees are elected at the General Meeting or a limited additional number may be co-opted by the other Trustees

The information we collect

The personal information we collect consists of: name, email address, postal address, telephone number, subscriptions, dates paid, bank details, date of birth as this is a requirement when lodging the Society's Annual Report with the Charity Commission.

How we use information

Your name will appear in our Report and Accounts which are filed with the Charity Commission.

We will use your information to inform you of Committee Meetings and your name will appear in the minutes of these Meetings and in the minutes of General Meetings.

Security

We have put in place 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 information we hold about you is accurate and up to date.

We will keep your information as a Trustee until you cease to become a Trustee, but you will be aware that your name will appear on our Report and Accounts which is a public document. 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 us at the email 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 the following ways:

By Phone: 07758 841523

By Email: info@heos.org.uk

Date: 11 May 2018



@HEOS_MT



#heosmusicaltheatre

noda
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