



www.heos.org.uk

heos1911@gmail.com

Registered Charity No: 80279

## PRIVACY POLICY MEMBERS AND SUPPORTERS

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 Member, Life Member or Friend 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 lapsed members, as such members normally wish to remain in contact with the society and may wish to renew their membership at a future date.

### The information we collect

The personal information we collect consists of: name, email address, postal address, telephone number, subscriptions, dates paid, standing order details, bank details, date of birth, measurements for costumes.

For Members, we will take photos and video during production rehearsals to use for promotional purposes and your name will feature in the show programme. You may be asked to provide a 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, show launches, production meetings, social and fundraising events and similar events that are likely to be of interest to you. Your name, photograph and possibly a biography will appear in our show programme and newsletter if you decide to do a production with us. Your information may also be shared with our Committee members (who are our Society's Trustees). This use is in for 'Legitimate Interest'. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters. We will not share your information with other third parties without your consent.

### 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.

After you have become a member of the Society, we will keep your information indefinitely. However, you can instruct us at any time to remove your personal information from our records and we will do so and stop sending you any further newsletters or communications.

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](mailto:info@heos.org.uk)

Date: 11 May 2018



@HEOS\_MT



#heosmusicaltheatre

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