

DATA PRIVACY NOTICE

Kennet Amateur Theatrical Society (KATS)

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Kennet Amateur Theatrical Society hereafter known as KATS is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

KATS complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to sell you an admission ticket to our productions;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities running at KATS;

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events and activities and process your gift aid donations.
- Processing is necessary for carrying out obligations under social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the society to facilitate society functions such as productions or for purposes connected with the society. We will only share your data with third parties outside of the society with your consent.

6. How long do we keep your personal data?

We keep membership records for a period of **3 years** following the expiry of a person's membership. This is to allow us to contact previous members regarding society business and to enable that person to renew their membership if desired.

We keep ticket sales information for a period of **5 years** following the purchase of the tickets. This is to allow us to process the data for marketing trends and other analytical studies.

We keep opt-in marketing information **until you ask us to remove you from our records**.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which KATS holds about you;
- The right to request that KATS corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for KATS to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact KATS via the secretary@kats.org.uk email address.