



Publishing Programmes

We create a production programme for all our shows and concerts. This gives audience members the chance to see who is cast (and on stage) and who is involved backstage in our productions, as well as promote the Society and any future productions and events. It also provides income for the Society as we get companies and organisations to pay to advertise in our programmes and programmes are sold to audience members. Programmes are a great keepsake for audiences and cast & crew members. They also become a historical record of our Society productions, which we archive on our website:

<https://www.colchesteroperaticsociety.co.uk/programmes/>

Personal information used for programmes includes:

- Names
- Age (if applicable/appropriate)
- Role/title in production
- Digital Images
- Biographies

Consent is gained through our data protection agreements, signed when you are cast in a production (see Annex A, processing members data) and individually when images are taken and/or information is asked for.

Each production programme is the responsibility of an appropriate Designated person (**programme co-ordinator**) appointed by our Marketing & Events Committee. This person obtains, collates and processes the information necessary (with the relevant individuals consent) to produce an informative programme.

Cast of a production will usually have a headshot taken and included in a programme. Principal cast and the Creative Team (Director/Musical Director/Choreographer/Assistant Director) will usually have a biography included. Backstage crew will usually be listed by name and role only.

You will be asked to check the spelling of your name and that it is linked to the correct image and for any other biographical information needed by the programme co-ordinator, giving you control over what is published. If you wish audiences to know who you are and what you have done previously you will need to provide this information. You do not have to provide the information or consent for your name and/or image to be included but please note this means you will not appear in the production programme.

We often employ the services of professional photographers for our cast headshots and some rehearsal photos to be used in our programmes, giving us a better quality of image for this publication. In this instance the images remain the property of the professional photographer but are shared with our Marketing and Events Team and

Annex D- COS Privacy Policy

programme co-ordinator. No other personal information is shared with the professional photographer. These photographs may also be used for promoting the production as well as in the production programmes. For further information please see our privacy notice in Annex E, processing & publishing photos.

Current committee lists, containing names and roles only, are published in each of our production programmes. A photo of our Chair and/or CO2 Chair (as appropriate to the production) is also included in the programme.

A list of our Society life members is included in each programme. When you are bestowed the honour of being a life member of the Society, consent to be known and listed as such on our website and in programmes is assumed. If you are a life member and do not wish your name to be included in any future programmes or on our website you can contact us at cos1theatre@hotmail.com .

The programme co-ordinator will be storing the information digitally on their personal computer as they edit and compile the programme. Once it is completed it is shared with a publishing company for printing.

Once published as a hard copy programme, copies are sold to audiences for that production and then given to cast and crew at the end of a production.

The Webmaster uploads the programmes onto the website after productions have finished, as a public historic record of our productions.

If consent is withdrawn at any time, every effort will be made to delete the information, but please note that once photos and information are published publically in production programmes they become public record. We may not be able to locate and delete the information on request, although reasonable steps will be taken to do so where and when possible.

No personal information is routinely available outside of the UK. However, where information is used in publications (which will include our programmes) or on our website we cannot restrict the access to such images to the UK.

For information about your rights in relation to this use of your personal information please see our General privacy Notice - section 5 of our privacy policy.