

# Annex A – COS Privacy Policy



## Processing Membership Data

Information about our members is provided by the individual members (or in the case of under 16's by their parents/carers - their legal guardians).

Our membership secretary is the primary Data Controller and processor of Membership Data information. Our Secretary and Webmaster are secondary data controllers & processors of Membership Data information.

**When you join the society** you are asked to complete a form that collects the following personal information:

- Names and address
- Contact details
- Date of birth
- Signature

This information is used by the Society to identify members, ensure you are eligible to join either COS or CO2 (our younger branch of the Society), ensure we are meeting legal requirements with regard to chaperoning at rehearsals and productions, to know the age demographic of our membership (data would be anonymised in this instance) and to contact you with information about the Society and its productions and events, with your consent. Your signature acts as an agreement to us holding and using the data (as per our privacy policy, which includes this privacy notice) and to paying the membership fee for the year.

The above information will be processed and put into a central Database held by the membership secretary digitally. Names and email addresses will then be entered into the Society email address book (which is only accessed by the Membership secretary, and for our CO2 email address our youth liaison Officer and CO2 Chair also have access). You can then receive emails from us about the Society and its productions and events. These details are shared with our Secretary who also stores them in their Society email address book in order to contact members. They are also shared with our Webmaster who stores them on our website (see details below). We may also use a third party data controller called Mailchimp to send you emails. This is password protected online communication tool and offers you the option to unsubscribe to our Mailchimp emails at the bottom of every email. (You can read more about how Mailchimp uses your personal information here: <https://mailchimp.com/legal/privacy/>). Those without email addresses will receive the information by post.

Membership is annual at a cost of £10.00. If this fee is not paid each year you cease to be a member and become a “past member”. We may delete your information at any time should you cease to be a member and you will therefore not be contacted

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with further information about the Society and its productions and events. However, we understand our members leave for periods of time and return again, depending on the shows/concerts we are producing, so with your permission we may hold onto contact information and continue to contact past members with information about the Society and its productions and events for up to 20 years after you cease paying membership.

You can withdraw consent for us to contact you at any point by contacting us at [membership@colchesteroperaticsociety.co.uk](mailto:membership@colchesteroperaticsociety.co.uk).

You will also be asked if you have access to a computer and if you would like access to our members' area of our website. To enable access we enter your names and email address into our website membership database (only accessed by the Membership secretary, Webmaster and IT support when and if necessary).

Our Webmaster and Website host (paid 3<sup>rd</sup> party affiliated with the Society) are secondary processors and controllers of the website membership database.

By entering your information in the website database we can set up a personal log in for you to access our members' only area of the website ([www.colchesteroperaticsociety.co.uk](http://www.colchesteroperaticsociety.co.uk)). You will then be sent a website user name and randomly generated password which you can log in to the members' area with and then change to a more memorable password that will only be known to you. Once you cease being a member you will no longer have access to the member's area of the website but we may keep your details on the database for up to 20 years after you cease being a member, in case you return to being a member and this then limits the amount of processing we have to do.

You can request your details be removed from the website database at any time but this will mean you no longer have access to the members' area of our website.

We do not share your contact details with other organisations or individuals unless you give us specific permission to do so. If any member of the production team or Society Committees wish to contact you they will do so through our Society email address unless you have given them your contact details and/or specific permission to contact you by other means.

**When you audition for a production** you are asked to complete an audition form that collects some of the following additional information:

- Your singing range
- Part you wish to audition for
- A photo of you
- Dates you can't make during the rehearsal period
- Any special talents or other information you wish to disclose that may be relevant to your audition/the production

Audition forms can change for each production to ensure that only necessary information relevant to the production and its rehearsals is collected. This information is used by the membership secretary to organise the audition process

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and following auditions to create rehearsal registers, which include known absences. Your information is seen by the audition panel to help them identify auditionees and be better informed about your abilities, when you are/aren't available to rehearse and to know which parts you wish to be considered for. Following Auditions, your photo may be used by the production team to identify you as a cast member.

**If and when you are cast in a show** we also collect special category personal information, such as:

- Health information
- Biometric information

## **Health Information**

We collect this by asking you to complete a medical & emergency contact form. This is used by the Society to help meet your physical/medical needs and to ensure your health, safety and well-being during rehearsals and productions. We can only act on the information we are given so it is important you inform us of anything that may affect you or we should know, to safeguard your health, safety and well-being whilst you are participating in a production and its rehearsals. This information is kept confidentially by our Membership secretary, with restricted access to only those who need to know for the purpose of ensuring your health, safety and general well-being and/or to contact someone in case of an emergency (such as illness or injury).

The membership secretary may create lists of those in a cast with allergies/medical conditions and their emergency contact details for ease of reference during the run of a production, for use by any appropriate/necessary professionals or backstage volunteers working on a production so they can be vigilant to all casts health, safety and well-being and someone can be contacted quickly in case of an emergency. They will not have access to full health and medical information, just a brief note (for example, allergy to nuts).

## **Biometric Information**

This information is collected by a member of the wardrobe department (part of the production team) for a production, who takes measurements (e.g. height, waist size, shoe size etc.) from you in order to get/make costumes that will fit you for the production. These are kept by the wardrobe team for this purpose only and are not shared with other cast members or members of the production team.

The above information, completed at auditions and when cast, is kept for the duration of a production (including its rehearsals) and up to 6 months afterwards, then it will be destroyed.

## **Additional information**

In addition to the above information we also ask cast and members to complete the following forms:

- Data protection agreement – this asks you for your consent for us to contact you, take photographs that include you at rehearsals/performances, include

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you in our show/concert programme, add you to our Facebook groups and any other consents appropriate/applicable to the specific production or to our under 16's. This form is processed and stored by our Membership secretary for the duration of a production (including its rehearsals) and up to 6 months afterwards, then it is destroyed. This consent can be withdrawn at any time with the exception of published programme information and published photos which become public record. For more information on photos and programmes please see our privacy notices for publishing programmes and processing & publishing photos.

- Social media agreement – this sets out what is expected of you and what you can expect of us when using social media in relation to our Society and its productions and events. Once read we ask you to sign and date it and it's stored with your other membership details and kept for the duration of your membership and up to 20 years after.
- Inclusion, Equality & Diversity agreement - this sets out what is expected of you and what you can expect of us with regards to Inclusion, Equality & Diversity in relation to our Society and its productions and events. Once read we ask you to sign and date it and it's stored with your other membership details and kept for the duration of your membership and up to 20 years after.

### **Ethnicity and Gender/sex details**

Occasionally we may ask members to complete a form or survey disclosing their ethnicity and/or gender/sex details in order to ascertain the demographic makeup of the Society & it's diversity. This may be anonymously disclosed on a survey/form or disclosed on an identifiable survey/form. This information is vital in evaluating our progress towards our Inclusion, Equality & Diversity aims (as detailed in our Inclusion, Equality & Diversity Policy, statement and Strategy).

Any identifiable ethnicity and gender/sex data is collected, stored and processed by the membership secretary and/or secretary. Information collected may be shared with members of the Executive, CO2 and Marketing & Events committees as appropriate or applicable but anonymised wherever possible. Individuals ethnicity and/or gender/sex data is kept for the duration of their membership. Anonymous reports of the Society membership demographic are created and may be shared with the wider membership, the public and outside organisations. Anonymous data will be stored on an ongoing basis as a matter of public record.

### **Life members**

The Executive Committee have the power to award life membership to any Society member in recognition of their outstanding service to the Society over a long period of years. They are then members, without having to pay annual subscriptions for life. A list of our Society life members is included in each production programme and may be listed on our website. 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 [membership@colchesteroperaticsociety.co.uk](mailto:membership@colchesteroperaticsociety.co.uk).

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Please note that no personal information is stored or routinely available/accessed outside of the UK or the EEA, although our Mailchimp mailing lists are hosted by Mailchimp, who are based in the USA.

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.