



Privacy Notice:

All Saints Pantomime and Entertainment Society

All Saints Pantomime and Entertainment Society (“we”, “our”, “the Society”) is committed to protecting your personal data. This privacy notice explains how we collect, use, store, and protect your information, including photographs and historical archives.

1. Who We Are

The All Saints Pantomime and Entertainment Society is a data controller. If you have any questions about this privacy notice, please contact the Society Secretary via email allsaintspanto@gmail.com

2. The Information We Collect

We may collect and process the following types of personal data:

- **Contact details:** Name, address, telephone number, and email address.
- **Membership & Volunteer info:** Subscription details, emergency contacts, and disclosure/barring checks (where applicable for safeguarding).
- **Financial data:** Record of fee payments, ticket purchases, donations, and Gift Aid declarations.
- **Media:** Digital images, photographs, audio recordings, and video footage taken during rehearsals, show nights, and society events.
- **Historical data:** Cast lists, programmes, scripts, newsletters, and promotional materials from past productions.

3. How and Why We Use Your Data

We process your personal data under the following legal bases:

Performance of a Contract

- Managing your society membership, auditions, casting, and backstage roles.
- Processing ticket sales, society fees, and production-related expenses.

Legitimate Interests

- Communicating with members about rehearsals, show schedules, and society AGMs.
- Promoting our productions through local marketing, programmes, and press releases.

Consent

- **Website and Social Media Photography:** Publishing photographs or video clips of rehearsals, performances, and social events on our public website and official social media channels to showcase our work and celebrate our members.

Public Interest & Archiving

- **Historical Archiving:** Maintaining a permanent historical record of the Society's productions, milestones, and community impact. This includes storing past programmes, cast lists, and photographs indefinitely for archival, research, and heritage purposes.

4. Special Rules for Photographs and Media

We love celebrating our productions, but we respect your privacy:

- We will seek explicit consent (via membership forms or production sign-up sheets) before publishing identifiable photos of you on our public website or marketing materials.
- Parents or guardians must provide consent for children under the age of 18.
- **Right to Withdrawal:** You can withdraw your consent for website photo use at any time. If you ask us to remove a photo of you from our website, we will do so promptly.

5. Historical Archiving Exception

Please note that photographs, cast lists, and programmes that form part of the permanent historical archive of the Society are processed under the lawful basis of "archiving in the public interest".

- These items are kept to preserve the cultural heritage of the Society and the local community.
- While the right to erasure ("right to be forgotten") applies generally, it may be limited or restricted if erasing the data would seriously impair or prevent the purposes of historical archiving. However, we will always review objections on a case-by-case basis.

6. Sharing Your Data

We do not sell your personal data. We only share your information with third parties when necessary, including:

- **The Public:** Via programmes, promotional flyers, and our public website (limited to names, show roles, and consented photographs).
- **Service Providers:** Secure ticket-selling platforms, email newsletter tools, or banking systems used to run the society.
- **Legal Obligations:** Regulatory bodies or law enforcement if required for safeguarding or tax purposes (e.g., HMRC Gift Aid).

7. Data Retention

- **General Data:** Membership records, financial logs, and contact details are kept only as long as you are active with the society, plus a statutory period of 6 years for financial/tax records.
- **Archival Data:** Programmes, show cast lists, and historical show photographs are retained permanently to maintain the chronological history of the Society.

8. Your Rights

Under UK data protection laws, you have the right to:

- Access a copy of the personal data we hold about you.
- Correct any inaccurate or incomplete information.
- Object to or restrict our processing of your data.
- Request the deletion of your data (subject to archiving limitations in Section 5).
- Withdraw consent at any time where processing relies on your consent.

9. Complaints

If you are unhappy with how we handle your data, please contact us first so we can resolve the issue. You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO) at www.ico.org.ly.