



Members' privacy notice

The Cophorne Players keep information on you amounting to your name and contact details. This is so we can get in contact with you to let you know important information, such as dates of rehearsals for shows you're appearing in, and invite you to events including social events, launches and auditions for new shows, and our AGMs. We will also contact you to ask you to pay membership fees each year.

At times, we may ask for more information from you. This will always be for a specific purpose clearly explained at the time. Most commonly, we may ask for a photograph of you and a short biography to put in a programme for a show.

Your data as described above will be stored securely on private computers owned by the Cophorne Players committee or the director and production team of a show in which you are performing or working backstage. We may also store your data securely in cloud-based systems such as Google Drive or OneDrive, which will be accessible only with a password protected account belonging to a committee member, or a member of the production team of a show in which you are involved.

We have a Facebook group for members, and usually also set up a Facebook group for the cast and crew of each production we put on, so we may use your name to search for you on Facebook to add you to these groups. We will ask your permission to do so when you sign up as a member, or when you join a show.

We also have a public website and active social media accounts on YouTube, Instagram, Twitter and Facebook which are viewable by the general public. We will always ask your permission before posting your photo or name on these platforms. For children, we will ask for written consent from their parents.

Your data may be processed by third parties such as printing companies for our programmes and banners, but this will only be the data included in the programme or the banner, i.e. your photograph, name and short biography. We may also need to share your name with a theatre in which you are performing or working backstage for safety purposes, such as fire regulations.

Members under 16 will need to have their data shared with West Sussex County Council, to ensure we comply with the laws around children in entertainment. In this specific instance, our legal basis for processing your data is legal obligation as described in Article 6(1)(c) of the General Data Protection Regulation, because we have a legal obligation to make sure children are safe and not exploited when taking part in our shows. More detail about this can be found on the council website at

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/employing-children/child-performance-licence/>.

We will also reach out appropriately to West Sussex Multi Agency Safeguarding Hub or the West Sussex Police if we have safeguarding concerns about a child or vulnerable adult taking part in one of our productions. More information about our safeguarding procedures can be found on our website.

We are required by Articles in the General Data Protection Regulations to provide you with the following information:

1. Data Controller contact details:
Cophorne Players Chairperson
hello@cophorneplayers.co.uk
2. Lawful basis for processing your data: Except for sharing information of children with the council as described above, our basis for processing your data will always be your informed and clear consent, which is described in Article 6(1)(a) of the General Data Protection Regulation.
3. Third party recipients of your data: We commonly work with the Chequer Mead Theatre in East Grinstead, so if you're in a show based there, we may need to share your name with them for your safety. We use a company called MailChimp to deliver group emails, and information on their data security policy is available online at <https://mailchimp.com/about/security/>. We will also need to share your data as described above with printing companies when we print programmes.
4. Right to object: You have a right to object to us using your data, as our legal basis for using it is your consent. At each stage of us asking your permission to process and store your data, we will ask your consent, e.g. when you become a member we will ask permission to store your contact details and send you emails, when you audition for a show we will ask permission to add you to a Facebook group, and when we get close to a show we will ask permission to put your details in the programme. If at any stage you wish to retract your consent, please inform any member of the Cophorne Players Committee, or the director or producer of the show in which you are currently involved. The only instance in which we will have to continue to process your data is if you are a child under 16 involved in a performance, as we will have to share your data with the council as described above, or if we have a safeguarding concern about a child or vulnerable adult. Please be aware however that if you decline for us to store your contact details, we will not be able to tell you when and where rehearsals are taking place.
5. Right to access and correct: You can ask at any time to have access to all the data we have stored about you, and to correct any inaccuracies.
6. Retention period: Your data will only be stored so long as you are a member of the Cophorne Players. If you are late in paying your membership fees, but we have reasonable belief that you still wish to remain a member, we will keep your data for up to three years before deleting it. If you audition for a show before becoming a member and are not successful, we will only keep your data long enough to inform you that you have not been successful. If you consent for your photo to be posted on

our website, or on our social media platforms, this will not normally be taken down unless you specifically request for it to be removed.