

Thames Music Theatre

General Data Protection Regulations (GDPR) Private Policy

About this policy

This policy explains when and why TMT collect personal information and how we use it; keep it secure and members rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities with NMT.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. Any amendments will appear on www.thamesmt.org. We will not share your personal data with any third parties.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk)

Responsible person

For the purposes of the GDPR, TMT has a “controller” of all personal data we hold. The GDPR representative is responsible for making sure TMT complies with the General Data Protection Regulation (GDPR). We will review personal data every year to establish whether we are still entitled to process it or not.

Data Owners

They have rights under the GDPR:

- To access personal data
- To be provided with information about how personal data is processed
- To have personal data corrected
- To have personal data erased in certain circumstances
- To object to or restrict how personal data is processed in certain circumstances.

For more details, please address any questions, comments and requests regarding our data processing practices to the TMT GDPR representative.

Specific use and sharing of personal information

In general personal data will only be used for the purposes of membership management and email and telephone numbers may be used for communication about productions, rehearsals etc. Personal data will not be passed to anyone else outside TMT and emails will only be given to someone outside the club with permission.

What information we collect, why we collect it, and who we share it with.

In addition to the reasons stated below we may have to disclose data where we have an inescapable legal obligation.

Data processed as a requirement of managing membership

Type of information	Purpose	Shared with
Address, telephone numbers, email address, date of birth School attended	Managing the membership of the TMT Assessing the effectiveness of publicity and diversity	TMT Directors
Gender	Provision of adequate facilities for members	TMT Directors
Disabilities	Provision of adequate facilities for members	TMT Directors

Data processed with consent

The TMT will seek consent in the application form before processing any information as outlined below.

Type of information	Purpose	Shared with
Individual photos and videos of participants	To assist with auditions. Putting on TMT's website and social media pages and in using in press releases.	With permission of the members in each instance.

Enquiries and other communications with the TMT.

When enquiring about TMT we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the TMT will only be retained for a period of time appropriate to the content or request. TMT emails will be purged on a regular basis.

How we protect your personal data

The membership information will be held electronically in a restricted access spreadsheet. Paper copies of data may be printed for rehearsal schedules and registration. In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on personal data.

Request to see personal information

If you wish to know what personal data TMT holds, please email administration at TMT and he/she will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each person is responsible for keeping the TMT informed of changes to their data (e.g. address/telephone number etc. At the end of a production, personal data will be deleted unless permission is given to retain it for future productions.

Thames Music Theatre gratefully acknowledges the assistance of Berkhamsted Youth Theatre in the formation of this policy.