

# Personal Data Protection Policy

## Introduction

The JADC collects and stores data about members that is pertinent to the staging of dramatic performances in Jersey.

## Data to be collected and stored

The following information about members shall be stored:

- Name
- Address
- Contact number
- Email address
- Age and date of birth (if under 18 or over 65)
- Theatrical Interest areas
- Profession or previous profession (where available)
- Date of membership
- Renewal date for membership
- Additional qualifications:
  - DBS checked (if interest in chaperoning)
  - First aid certificate
- Consent for us to process their data

The following **additional** data shall be collected for those involved with a JADC Production

### **ADULTS:**

Approval for us to use photographs and video taken during rehearsals and the show itself online and on social media.

### **JUNIORS:**

Medical information (as per existing medical information form)  
Parent/Guardian name and contact information  
Secondary name and contact information  
Photographs  
Video

## Purpose of collecting the data

The committee shall use the data for the purpose of correspondence, publicity about productions, club and membership management.

The committee shall provide the director of a JADC production with member data relevant for the purposes of that single JADC production. That shall include both on-stage cast and the backstage creative team.

If the director is under 18, he/she shall not have access to member data. Instead a committee member shall manage all communications with cast and the backstage team.

The only data profiling shall be to identify specific member interest areas in supporting the JADC i.e. acting, set design, properties, wardrobe etc.

With the members permission, the following data will also be shared with other JADC members in a JADC members directory which will be stored on a secure area of the JADC.co.uk website:

Name

Email address

Telephone Number

Theatrical Interest areas

## Secure Storage of the data

**The JADC member data** is stored securely on a Google G Suite account and on Mailchimp (a professional email server).

Member data shall not be stored on personal computers.

Member data shall not be stored as hardcopy.

Member data shall not under any circumstances be shared with any third party.

The following Committee members shall have full edit access to the JADC member data via individual login's.

- Assistant secretary (in role of membership secretary - google drive access only)
- Publicity manager (google drive and mailchimp access)
- IT manager (ex committee - google drive and mailchimp access)

Other executive committee members will have access to view the data, but not to edit or download the data.

The passwords for each account shall be changed no less than annually immediately following the AGM. The Membership Secretary, Publicity Manager and IT manager shall change the password to their Google drive accounts at least every 3 months.

**Production Data:** The Director, Producer and Child Liaison Officer of a JADC Production shall be supplied with a dedicated Google account for all communications with cast and crew.

- Director (will have access to relevant cast list and children's medical information, where relevant, on google drive only)
- Producer (will have access to relevant cast list and children's medical information, where relevant, on google drive only)
- Child liaison officer (access to Children's medical information on Google drive)

The Google production account shall be closed following completion of the production.

## Length of time for retaining membership data

If a member lapses, their data shall be kept for 12 months.

After this time, all their data shall be deleted except for their name and email address, which shall be retained for marketing purposes.

All data of those involved in productions will be destroyed once the production finishes. The names of the cast can be retained for archive purposes, unless otherwise advised by individual cast members that they would like their name details to be deleted.

## Opt-in consent

All members, when either joining for the first time, or renewing their membership, shall be given an opt-in consents for us to process their data.

On-line membership forms and traditional paper membership forms shall include Opt-In consents.

Any current or lapsed member shall be able to unsubscribe, either on-line or by writing to the Membership Secretary, and remove their email address from our system at any time.

## Request to see the Data we hold

To facilitate individuals who would like to see the data that we hold on them, we have set up an [IT@jadc.co.uk](mailto:IT@jadc.co.uk) which is managed by a member who is not on the JADC committee. This member will be happy to facilitate any Subject Access Requests. However, this does not impact on an individual's right to request this data in any way they feel comfortable with.

## Compliance

A nominated committee member, shall be responsible for ensuring that the GDPR policy is being followed by Directors and committee members.

Following the AGM, past committee members and those currently serving on the committee shall provide a signed statement that:

- They do not hold member data (except that of personal friends) on their personal computers or on an external hard drive (including USB sticks)
- They will not share member data held on Google S-Suite or MailChimp with anyone outside the committee or production team.

The Director of a JADC production shall be provided with a copy of the JADC GDPR policy before the production starts.

Following completion of a JADC show the Director shall submit to the committee in writing that he/she holds no cast contact or medical data on their personal computers (with the exception of cast members who are friends).

Data shall not be downloaded (with the exception of name lists, without any other data attached).

Data must not be emailed in the body of emails or as email attachments.

No member to be openly copied or included in an email send, so that another member can see their email address - blind copying is acceptable, but needs to be managed with care.

All bulk mail should be to be handled via MailChimp. This includes bulk emails of the cast, this removes the risk of accidentally openly copying with all email addresses. It also automatically gives members the right to opt out of being on our email list at the bottom of each email.

Each member shall be given a copy of our GDPR policy when they become a member and at renewal, which shall include details of their rights and particularly their right to erasure.

This policy shall be reviewed on an annual basis by the JADC Committee.