
**PRIVACY POLICY FOR PATRONS & MEMBERS
OF
RINGWOOD MUSICAL & DRAMATIC SOCIETY (RMDS - "THE SOCIETY")**



RMDS is committed to protecting personal information. This **Privacy Policy** relates to our use of any personal information we collect from you when you become a Patron or Member of the Society. Membership is open to all persons interested in music & drama whether resident in Ringwood or not. Patrons & Members pay an annual subscription (other than Honorary Members) & are individuals who are involved in supporting the activities of the Society. This involvement includes (but is not limited to) production, performance, direction, scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, choreography, choral singing, music & orchestra.

The personal information we collect from you:

We collect basic personal details such as your name, address, e-mail address, telephone number(s), subscriptions & dates paid, & standing order details. We may also take your photograph & ask you for your biography.

How we use information:

We will use your information to send you newsletters, letters or emails with details of General Meetings, Shows, Rehearsals, Production Meetings, ticket sales & similar events that are likely to be of interest to you. Your name, & possibly photograph & biography, may appear in our show Programmes & newsletters ("Stagetalk"). Your information may also be shared with our General Committee members or with the production team of any of our performances. This use is in our "Legitimate Interest". You will be aware that our show programmes are public documents & that our newsletters are shared amongst our membership. We will not share your information with other third parties without your consent. However, when claiming Gift Aid from HMRC we are required to list your name, address & the amount paid.

Security:

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Your rights:

Please let us know if your information changes as it is important that the personal information we hold about you is accurate & up to date. We will keep your information indefinitely after you remain an active member of RMDS. We keep your information because you may resume your connection with RMDS & take part again in our activities. However, you can ask us to remove your personal information from our records at any time & we will do so & stop sending you any further newsletters. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy:

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us:

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

By email to rmdswebmaster@gmail.com

OR

By post to Jane Howell, Hon. Secretary RMDS, Summerhill, Toms Lane, Linwood, Hants BH24 3QY

Because the post of Hon. Secretary is subject to election at the Society's AGM, these details may vary from time to time but you can always contact the Society via our website at www.rmds.org.uk

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