

Colchester Operatic Society's Retention schedule

(Also found in Section 2 of our Privacy policy)

This table sets out what data and information we hold as an organisation, why we hold it, who is responsible for it, where it is held and for how long:

Data and/or Information	Why we hold it?	Who is responsible for it?	Where is it held?	How long is it held for?
held		for it?		IOT
held Members names & contact details	To contact members with information about the Society and its productions and events	Membership Secretary processes and stores this information & details are shared with the Secretary, Chair, Marketing Lead and Webmaster (webmaster shares responsibility for maintaining the website database, Marketing lead maintains our mailchimp database and Chair supports both webmaster and marketing lead)	Membership forms completed by members are stored by the Membership Secretary, Database stored on Membership Secretary's personal computer, and/or google drive, The Society's Website database, The Society's Email accounts address books, Mailchimp Members database	For as long as they are a member- they become past members when they stop renewing membership (see below)
Past members names & contact details	To contact past members with information about the Society and its productions and events	Membership Secretary processes and stores this information (Webmaster shares responsibility for maintaining the website database Marketing lead maintains our mailchimp database and Chair supports both webmaster and marketing lead)	Membership forms completed by members are stored by Membership Secretary, Database on Membership Secretary's computer, The Society's Website database, The Society's Email accounts address books, Mailchimp Members database	No more than 20 years (unless the member requests it to be deleted or details become invalid/out of date)
Committee names and contact details	To contact committee members with information about the	Secretary creates a contact list which all committee	Committee members Email accounts address books, Secretary holds	For as long as a member remains on a committee

	Society, its	members have	database/contact sheets	
	productions, events	access to (unless	for committees which are	
	and committee	requested	shared digitally and in	
	meetings	otherwise)	paper form with other	
			committee members	
Names and	To contact interested	The Marketing &	Mailchimp database	As long as the
Email	parties about our	Events Committee	(password protected)	interested party
addresses	productions and	manage our		agrees to receive
(marketing	events	Mailchimp account.		emails (each email
list)		Interested parties		gives them the option
		sign up to receive		to unsubscribe) or until
		emails themselves		the email address is no
		via our		longer valid/in use.
		website/facebook		
		page. Our Chair and		
		membership		
		Secretary have		
		access to the		
		account also.		
Medical	To ensure cast	Membership	Electronic forms are	From the time the
details &	members health,	Secretary processes	stored on membership	form is completed, for
emergency	safety & well-being at	and stores this	secretary's (and/or	the duration of the
contacts for	all times	information. It is	appointed Health &	production and up to 6
cast members		passed to appointed	Safety representative's)	months after a
and volunteers		Health & Safety	google drive. Paper	production finishes.
of a		representative	copies are stored by the	The information is
production		(usually a member	Membership secretary	then destroyed.
		of the Exec	and taken in a folder,	
		Committee or	with restricted access, to	
		Production Team	rehearsals and	
		attending rehearsal	performances. Lists of	
		in place of	contacts or	
		membership	allergies/conditions of	
		secretary), and	cast may be created and	
		shared with First	stored by the	
		Aiders as necessary,	Membership secretary for	
		for emergencies &	quick reference if	
		to safeguard	deemed necessary and/or	
		members wellbeing.	appropriate. Access is	
			given to appointed First	
			Aiders as and when	
			necessary to safeguard	
			members Health, safety	
			and wellbeing. If the	
			membership secretary is	
			not attending rehearsals	
			they will pass the	
			information to a	
			trusted/appointed Health	
			& Safety Representative	
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			(possibly a member of the	
			Production Team or Exec	
			Committee member).	.
Consent and	Show specific-To	Membership	Electronic forms are	For production specific
policy	ensure we have	Secretary processes	stored on membership	consent and
agreement	informed consent to	and stores this	secretary's google drive	agreement forms-
forms	take photos and	information.	Paper copies are stored	From the time the
	videos of cast	This task may be	by the Membership	form is completed, for
	members during	delegated to a	secretary, lists of consent	the duration of the
	rehearsals &	member of the	received may be created	production and up to 6
	productions for	production team or	and stored by the	months after a
	publicity,	another appointed	Membership secretary for	production finishes.
	programmes and	committee member	quick reference as	The information is
	choreography	in place of the	necessary/appropriate.	then destroyed.
	learning purposes,	membership	This task may be	For ongoing
	Ongoing	secretary if	delegated to a member of	membership consent
	membership-	appropriate	the production team or	and agreement forms-
	To ensure we have	(individuals will be	another appointed	for as long as they are
	informed consent for	informed who	committee member in	members and up to 20
	holding contact	holds/processes this	place of the membership	years after they stop
	information, To	information in this	secretary if appropriate	renewing membership
	ensure all members	instance).	(individuals will be	(as deemed
	agree to our rules,		informed who	appropriate/necessary)
	policies & procedures		holds/processes this	For ongoing Volunteer
	& codes of conduct		information in this	& chaperone consent
	Ongoing Volunteers		instance).	and agreement forms-
	and chaperones- to			for as long as they are
	ensure all volunteers			volunteering and up to
	and chaperones agree			20 years after they
	to adhere to all			stop (as deemed
	relevant rules,			appropriate/necessary)
	policies & procedures			
	& codes of conduct			
Committee	As a record of	Secretary/Assistant	Paper copies and/or	7 years
meeting	discussion and	Secretary processes	digital copies are held by	
Minutes	decisions in	and stores this	the Secretary , Digital	
	Committee minutes	information.	copies are emailed to all	
	which relate to the		relevant committee	
	organisation and		members who may then	
	management of the		keep their own records	
	Society			
Contracts	As a record of all	Business Manager	Paper copies and/or	7 years
	terms & agreements	agrees contracts	digital copies are kept by	
	signed on behalf of	with Terms and	the Business Manager.	
	the Society for	conditions and	These are often shared	
	financial & legal	stores signed	digitally with the Chair,	
	purposes	contracts &	Treasurer and any other	
	1997. P 2 2 0 0	agreements.	appropriate committee	
		-0	member at the time of	
			signing.	
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Accounts (including receipts, bank statements & bank account information, show budgets, annual and show specific account summaries & Tax returns) Programmes	As a record of all financial payments made and received by the Society to be audited independently, annually, and as and when requested by HMRC for Tax purposes Created for audiences watching our productions with information about the cast, the show and the Society. They are displayed on our website after the production is finished as a public and historic record of our productions.	Treasurer, Marketing & events chair has responsibility for the social committee account, overseen by the Treasurer, and Webmaster uploads audited accounts/summaries to the Society website. Each production programme is the responsibility of an appropriate Designated person (programme co- ordinator) appointed by the Marketing & Events Committee. This person obtains, collates and processes the information necessary (with the relevant individuals consent) to produce an informative programme. The Webmaster uploads the programmes onto the website after	Records are kept by the Treasurer (and by the Marketing & Events chair for our social committee account), Audited balances/summaries are uploaded onto the member's area of the Society website by the Webmaster (which has password protected access). Digital drafts and a final copy are stored by the designated programme co-ordinator on their personal computer. A digital copy is uploaded to The Society website (public access). Audience members who purchase a programme will retain their copy. Cast members are given a programme copy at the end of each production (if sufficient copies available).	7 years Ongoing as public record
Show and Cast	Taken to publicise our	productions have finished. The Society often	Society Dropbox account	Publicity and
Photos	productions, to use in our programmes and as a visual record of our productions. Cast photos are also used to aid production and Creative teams in the cast selection process and for identifying individual cast members	engages the services of a Professional photographer for rehearsal, show and cast headshots. The images remain their property but are shared with the programme co- ordinator, Marketing & Events Committee,	(password protected access – only shared with relevant/appropriate individuals), selected photos are displayed on the Society's Website and Facebook page (public access). Photos provided by cast are stored along with their audition forms by the membership	programme photos- Ongoing as public record, though they are updated regularly and can be removed at an individual's request Photos provided by cast for auditions are destroyed 6 months after a production is finished.

		Webmaster and sometimes cast themselves. Cast provide photos of themselves when auditioning which are held by the Membership secretary and shared with the production and Creative team for identification	secretary. These may be shared with audition panels and creative team as necessary for identification purposes.	
Committee member photos	So members know who the individuals on their committees are.	purposes. Assistant Secretary, who produces the Society members' newsletter, uses the photos in a directory of who's who, at the end of the newsletter. Webmaster uploads (with consent) any photos to the Society website on committee "who's who" page.	Society members' newsletters, committee "who's who" page on Society's website	Displayed in newsletter and/or committee "who's who" page on Society website as long as individuals serve on one of our Committees.
Society Emails (Both sent and received)	For effective communication between the general public, Society members and its' committees, which is pivotal in the effective management of the Society and its productions and events. Emails are kept as a record of these communications to refer back to if and when needed.	CO2 chair, youth liaison officer and membership secretary have access to the CO2 email account. Marketing & Events committee have access to a society email account. Webmaster, Secretary and Membership secretary receive messages from the Society website. Marketing & events Lead, Secretary, Business Manager, Membership secretary, Safeguarding Lead,	Email accounts they are sent to/from and/or forwarded to/from.	As deemed necessary/appropriate but no more than 7 years. Most communication is deleted on a regular basis. If it is show specific and/or contains personal data it is deleted immediately or up to 6 months after the relevant production.

		webmaster and Chair have individual		
		Society emails they		
		are responsible for.		
Annual	Minutes are a record	Reports are written	Paper and/or digital	Ongoing access to all
General	of discussion and	by the relevant	copies are kept by the	members
Meeting	voted decisions at	committee	secretary. Digital copies	
(AGM)	annual general	members: Chair	are also emailed to	
Minutes &	meetings of the	and/or Secretary for	committee members and	
reports	Society for all	Executive	are uploaded onto the	
	members. Reports to	committee report;	member's area of the	
	members give	CO2 Chair;	Society website by the	
	information on what	Marketing & Events	Webmaster (which has	
	the Committees have	Chair; Youth Liaison	password protected	
	done for the Society	Officer.	access). Paper copies are	
	over each year.	Secretary/Assistant	also distributed to members without	
		Secretary process and store minutes.	internet access/emails.	
		The Webmaster		
		uploads all minutes		
		and reports onto the		
		Society Website.		
Equality	We occasionally carry	Information is	Paper and/or digital	Individual's data is
Monitoring	out Equality	collected, stored	copies are kept by the	kept for as long as
data:	Monitoring and ask	and processed by	Membership Secretary,	they are a member.
Ethers in the s	members to declare	a Maanala a wala tu	Chain Connetons and /an	A
Ethnicity,	members to declare	our Membership	Chair, Secretary and/or	Anonymous data will
gender/sex,	their Ethnicity,	Secretary, Chair,	Inclusion Lead.	be stored on an
gender/sex, age, marital	their Ethnicity, gender/sex, age,	Secretary, Chair, Secretary and/or	Inclusion Lead. Anonymised data is kept	be stored on an ongoing basis as a
gender/sex, age, marital status, sexual	their Ethnicity, gender/sex, age, marital status, sexual	Secretary, Chair, Secretary and/or Inclusion Lead and	Inclusion Lead. Anonymised data is kept digitally by individuals it is	be stored on an ongoing basis as a matter of public
gender/sex, age, marital status, sexual orientation,	their Ethnicity, gender/sex, age, marital status, sexual orientation, religion	Secretary, Chair, Secretary and/or Inclusion Lead and may be shared with	Inclusion Lead. Anonymised data is kept digitally by individuals it is shared with for specific	be stored on an ongoing basis as a
gender/sex, age, marital status, sexual orientation, religion and	their Ethnicity, gender/sex, age, marital status, sexual orientation, religion and/or any disability	Secretary, Chair, Secretary and/or Inclusion Lead and may be shared with the Executive, CO2	Inclusion Lead. Anonymised data is kept digitally by individuals it is shared with for specific purposes and for as long	be stored on an ongoing basis as a matter of public
gender/sex, age, marital status, sexual orientation, religion and any disability	their Ethnicity, gender/sex, age, marital status, sexual orientation, religion and/or any disability for ascertaining the	Secretary, Chair, Secretary and/or Inclusion Lead and may be shared with the Executive, CO2 and Marketing &	Inclusion Lead. Anonymised data is kept digitally by individuals it is shared with for specific purposes and for as long as it is necessary for that	be stored on an ongoing basis as a matter of public
gender/sex, age, marital status, sexual orientation, religion and	their Ethnicity, gender/sex, age, marital status, sexual orientation, religion and/or any disability for ascertaining the demographic makeup	Secretary, Chair, Secretary and/or Inclusion Lead and may be shared with the Executive, CO2 and Marketing & Events committees	Inclusion Lead. Anonymised data is kept digitally by individuals it is shared with for specific purposes and for as long	be stored on an ongoing basis as a matter of public
gender/sex, age, marital status, sexual orientation, religion and any disability	their Ethnicity, gender/sex, age, marital status, sexual orientation, religion and/or any disability for ascertaining the demographic makeup of the Society & it's	Secretary, Chair, Secretary and/or Inclusion Lead and may be shared with the Executive, CO2 and Marketing & Events committees as appropriate or	Inclusion Lead. Anonymised data is kept digitally by individuals it is shared with for specific purposes and for as long as it is necessary for that	be stored on an ongoing basis as a matter of public
gender/sex, age, marital status, sexual orientation, religion and any disability	their Ethnicity, gender/sex, age, marital status, sexual orientation, religion and/or any disability for ascertaining the demographic makeup of the Society & it's diversity. This is done	Secretary, Chair, Secretary and/or Inclusion Lead and may be shared with the Executive, CO2 and Marketing & Events committees as appropriate or applicable and	Inclusion Lead. Anonymised data is kept digitally by individuals it is shared with for specific purposes and for as long as it is necessary for that	be stored on an ongoing basis as a matter of public
gender/sex, age, marital status, sexual orientation, religion and any disability	their Ethnicity, gender/sex, age, marital status, sexual orientation, religion and/or any disability for ascertaining the demographic makeup of the Society & it's diversity. This is done with explicit consent	Secretary, Chair, Secretary and/or Inclusion Lead and may be shared with the Executive, CO2 and Marketing & Events committees as appropriate or applicable and anonymously	Inclusion Lead. Anonymised data is kept digitally by individuals it is shared with for specific purposes and for as long as it is necessary for that	be stored on an ongoing basis as a matter of public
gender/sex, age, marital status, sexual orientation, religion and any disability	their Ethnicity, gender/sex, age, marital status, sexual orientation, religion and/or any disability for ascertaining the demographic makeup of the Society & it's diversity. This is done	Secretary, Chair, Secretary and/or Inclusion Lead and may be shared with the Executive, CO2 and Marketing & Events committees as appropriate or applicable and	Inclusion Lead. Anonymised data is kept digitally by individuals it is shared with for specific purposes and for as long as it is necessary for that	be stored on an ongoing basis as a matter of public
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Measurements of cast membersCast are measured for costume purposes for each individual show.The wardrobe team for the specific show takes & records cast measurements.Paper and/or electronic records are held by the Wardrobe Team Leader and shared (anonymously) with specific costume hire companies, as appropriate for the purposes of acquiring the correct sized costumes.For the duration of the production and up to 6 months after a production finishes. The information is then destroyed.Volunteer names and contact details and vetting informationTo contact the individual regarding support they are offering or can or events,Secretary, chair, members/participant secretary and/or safeguarding lead are responsible for volunteers and will working with children contact details or events,For as long as they are intersted in volunteers contacts on volunteers and will provide to the Society and any productions or events,For as long as they are individuals.We vet volunteers working with children aged 16 years and during rehearsals and performances.Safeguarding lead volunteers to relevant individuals.For as long as they are individuals.Membership secretary and safeguard our younger members/participants during rehearsals and performances.Backstage volunteer manager and/or wardrobe lead who then manages them. Membership secretary and Safeguarding Lead manager with ECC, in order for ECC to support with DBS checks and issue checks and issue checks and issueFor as long as they are individual.Information and may share with ECC, in order for ECC to sup
memberseach individual show.takes & records cast measurements.Wardrobe Team Leader and shared (anonymously) with specific costume hire companies, as appropriate for the purposes of acquing the correct sized costumes.months after a production finishes. The information is then destroyed.Volunteer names and contact details and vetting informationTo contact the individual regarding support they are offering or can provide to the Society and any productions or events, We vet volunteers aged 16 years and under, to fulfil our legal obligation to safeguard our younger members/participants during rehearsals and performances.Secretary chair, Membership secretary and/or safeguarding lead are responsible for contacts are passed to our stage manager and/or wardrobe lead who then manages them. Membership secretary and Safeguarding lead manager and/or wardrobe lead who then manages them. Membership secretary and Safeguarding lead process vetting information and may share with ECC, in order for ECC to support with DBS checks and issueWardrobe Team Leader and shared (anonymously) with specific costume hire commets/participants during rehearsals and performances.Membership secretary and Safeguarding lead process vetting information and may share with ECC, in order for ECC to support with DBS checks and issueWardrobe Team Leader and shared (anonymously) with wardrobe lead who the manages them.Marcheal theory and safeguarding lead process vetting information and may share with ECC, in order for ECC to support with DBS checks and issueWardrobe Team Leader and shared (anotymously) wit
Volunteer names and contact details and vettingTo contact the individual regarding offering or can productions of events, working with children aged 16 years and under, to fulfil our legal obligation to safeguard our younger members/participants herformances.Secretary, chair, Membership secretary and/or safeguarding lead are responsible for or events, working with children aged 16 years and under, to fulfil our legal obligation to safeguard our younger members/participants during rehearsals and performances.Secretary and/or safeguarding lead are responsible for contacting volunteers and will pass on details with bascktage volunteer to and safeguard our younger members/participants during rehearsals and performances.Secretary and safeguarding lead are responsible for contacting volunteers and will pass on details with bascktage volunteer to are spased then manages them. Membership secretary and safeguarding lead process vetting information and may share with ECC, in order for ECC to support with DBS checks and issueand shared (anonymously) with safeuration the details share with ECC, in order for ECC to support with DBS checks and issueand shared safeuration and shared safeuration is the details share with ECC, in order for ECC to support with DBS checks and issueand shared safeuration and shared (anonymously) with secretary and safeuration and may share with ECC, in order for ECC to support with DBS checks and issueand shared share with ECC and share responsible process vetting in order for ECC to support with DBS checks and issueand shared share with ECC and share r
Volunteer names and contact details and vetting informationTo contact the secretary and/or safeguarding to result.Secretary, chair, membership secretary and/or safeguarding to result.Electronically stored within the corresponding email browsers. Stage manager may keep a database of current volunteers' contacts on his personal computer.For as long as they are interested in volunteering support to the Society and vetting informationVolunteer and vetting informationTo contact the individual regarding offering or can provide to the Society and any productions or events, working with children aged 16 years and under, to fulfil our legal obligation to safeguard our younger members/participants during rehearsals and performances.Secretary and/or safeguard individuals. Backstage volunteer contacts are passed to our stage manager and/or wardrobe lead who then manages them. Membership secretary and Safeguard in any productions safeguard our younger manager and/or wardrobe lead who then manages them. Membership secretary and safeguard in any performances.For as long as they are intoitiduals. Backstage volunteer contacts are passed to our stage manager and/or wardrobe lead who then manages them. Membership secretary and safeguarding lead process vetting information and may share with ECC, in order for ECC to support with DBS checks and issueFor as long as they are interested in volunteer's contacts on his personal computer. Her hand agreed with the individual)
Volunteer names and contact details and vetting informationTo contact the individual regarding out details support they are or events,Secretary, chair, Membership safeguarding lead are responsible for contacting manager and vetting or events,Electronically stored manager may keep a database of current volunteers' contacts on his personal computer.For as long as they are interested in volunteering support to the Society and up to 20 years after they've stopped (as deemed necessary and agreed with the individuals.Electronically stored manager may keep a database of current volunteers' contacts on his personal computer.For as long as they are interested in volunteering support to the Society and up to 20 years after they've stopped (as deemed necessary and agreed with the individuals.Electronically stored manager may keep a database of current volunteers' contacts on his personal computer.For as long as they are interested in volunteering support to the Society and up to 20 years after they've stopped (as deemed necessary and agreed with the individuals.Membership secretary and Safeguard our younger members/participants during rehearsals and performances.Membership secretary and Safeguarding Lead process vetting information and may share with ECC, in order for ECC to support with DBS checks and issuespecific costume hire correct sized costumes.then destroyed.
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in order for ECC to support with DBS checks and issue
support with DBS checks and issue
checks and issue
Vetting information
for DBS checks and
chaperone licences
is not stored by
COS/CO2.
Chaperone It's our legal Membership Contact emails are stored Contact details are
names, obligation to vet secretary and electronically on the stored for as long as
contact details Chaperones to Safeguarding Lead membership secretary's they are interested in
and vetting safeguard our process the and/or safeguarding chaperoning for the
information younger information, store Lead's email account. Society and up to 20
members/participants the contact details years after they've
(aged 16 years and and share Vetting stopped (as deemed
under) during information with necessary and agreed
rehearsals and ECC , in order for ECC with the individual).

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kept to keep in chaperone licenses.	
contact and provide Vetting information	
relevant information for DBS checks and	
on their roles and the chaperone licences	
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ContractedContact details areMembershipContact details areContact details are	
Individualskept to keep insecretary andelectronically stored onstored for as long	
and contact and provide Safeguarding Lead Committee Members they are working w	
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names, on their roles and the information needed address books. in working with/for	
contact productions they are for DBS checks and Paper or Electronic copies Society and up to	
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information interested in working as necessary to are stored securely by our stopped (as deem	
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safeguardingIt's our legalchecks. Vettingwith the individuachecksobligation toinformation for DBSSafeguarding check	•
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younger members chaperone licences the relevant indivi	-
(aged 16 years and is not stored by is working with the	
under) during COS/CO2. Our Society and are	-
rehearsals and Safeguarding Lead reviewed annually	,
performances. processes and stores	•
completed	
safeguarding	
checks.	
COVID-19 test Individuals involved in Named COS/CO2 Electronic photos shared Photos shared dire	ectly
results a production are representative by email or electronic with the named	,
asked to take regular (usually a member message are managed by representative are	ز
lateral flow tests and of the Exec the named deleted as soon as	
report the result to a Committee or representative/individual they have been	
named COS/CO2 production team) receiving them and are viewed. Photos sh	ared
representative In will look at results not stored once they are to a closed society	
order to comply with and note they have viewed. Individuals can Facebook group a	
COVID-19 specific risk been received. If choose to share photos of deleted within or	
assessments individuals have results on a closed the end of the	
chosen to share society production production period	l, as
photos of the result Facebook group close to the time t	
on a closed society managed by listed have been viewed	•
Facebook group, the Facebook group the named	
administrator of administrators (usually representative as	
that group will Exec Committee possible.	
ensure the members or members of	
photos/posts are the production team).	
deleted once they Paper/electronic copy	
are no longer check lists of results seen	
needed to be are kept and managed by	
viewed. the named	

			representative.	
Information	In order to process	Initial information is	Paper and/or digital	From the time the
on Financial	and make decisions	provided to the	copies are kept by the	form is completed, for
circumstances	on bursary	secretary or	Membership Secretary or	the duration of the
(Bursary	applications,	membership	Secretary and when	production or bursary
applications)	applicants may	secretary but will be	shared with Exec	it relates to and up to
	disclose details of	shared with all	committee will be	6 months after a
	their personal	Executive	electronically stored	production finishes.
	financial	Committee	within the corresponding	The information is
	circumstances or be	members	email browsers.	then destroyed.
	asked to disclose	responsible for	Electronic forms are	
	financial	making the	stored on membership	
	circumstances or	application	secretary's or secretary's	
	provide proof of	decisions.	google drive.	
	specific financial			
	benefits they are			
	entitled to, to assess			
	eligibility and			
	suitability for the			
	bursary as necessary			
	and appropriate.			