

# Annex A – COS Privacy Policy



Charity no. 1198865

## Processing Membership Data

Information about our members is provided by the individual members (or in the case of under 16's by their parents/carers - their legal guardians).

Our Secretary is the primary Data Controller and processor of Membership Data information. Our Business Manager, Chair, CO2 Chair, CO2 Membership Secretary and/or CO2 Secretary, Inclusion Lead, Marketing Lead and Webmaster are secondary data controllers & processors of Membership Data information.

**When you join the Society** you are asked to supply the following personal information:

- Full name
- Contact details (including email address, home and/or mobile phone numbers)
- Age and/or date of birth if 23 or under and therefore eligible for CO2.

NB - We no longer routinely ask for or hold members' home addresses, though if there is a specific purpose for which we need this information, we will ask members for this data, explaining why we need the information and how it will be used and stored, if necessary.

This information is used by the Society to identify members, ensure you are eligible to join either COS or CO2 (our younger branch of the Society), ensure we are meeting legal requirements with regard to chaperoning at rehearsals and productions and to contact you with information about the Society and its productions and events, with your consent. When you provide this data and pay your annual membership fee you are agreeing for us to hold and use this data, as per our privacy policy and privacy notices.

The above information will be processed and put into a central Database on OneDrive and held by the Secretary digitally. Names and email addresses will then be entered into the Society mailing lists (which are accessed by the Secretary & Chair and for our CO2 email addresses our CO2 Chair, CO2 Secretary and/or membership secretary and Vice chair also have access). You can then receive emails from us about the Society and its productions and events. They are shared to our Business Manager, Funding Co-ordinator and/or Marketing Lead, who uses a third party data controller called Kindlink to manage subscriptions, donations and gift aid. This is a password protected online database and payment system compliant with HMRC requirements. (You can read more about how Kindlink uses your

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personal information here: <https://www.kindlink.com/privacy-policy.html>). To be registered as a donor on Kindlink they also require your gender in addition to the details above, which we will share with your permission. You can request your details be removed from the Kindlink database at any time but this will mean you no longer have access to this system to make payments or donations. We will contact you through Kindlink with updates on fundraising projects but you can unsubscribe from these updates at any time by clicking on the unsubscribe link at the bottom of the email or contacting [secretary@colchesteroperaticsociety.co.uk](mailto:secretary@colchesteroperaticsociety.co.uk).

Details are also shared with our Webmaster who stores them on our website (see details below) and our Marketing Lead who uses a third party data controller called Mailchimp to send you emails. This is password protected online communication tool and offers you the option to unsubscribe to our Mailchimp emails at the bottom of every email. (You can read more about how Mailchimp uses your personal information here: <https://mailchimp.com/legal/privacy/>). Those without email addresses will receive the information by post.

Membership is annual at a cost of £10.00. If this fee is not paid each year you cease to be a member and become a “past member”. We may delete your information at any time should you cease to be a member and you will therefore not be contacted with further information about the Society and its productions and events. However, we understand our members leave for periods of time and return again, depending on the shows/concerts we are producing, so with your permission we may hold onto contact information and continue to contact past members with information about the Society and its productions and events for up to 20 years after you cease paying membership.

You can withdraw consent for us to contact you at any point by contacting us at [secretary@colchesteroperaticsociety.co.uk](mailto:secretary@colchesteroperaticsociety.co.uk).

You will also be asked if you have access to a computer and if you would like access to our members’ area of our website. To enable access we enter your names and email address into our website membership database (only accessed by the Secretary, Chair, Webmaster and IT support when and if necessary).

Our Webmaster and Website host (paid 3<sup>rd</sup> party) are secondary processors and controllers of the website membership database.

By entering your information in the website database we can set up a personal log in for you to access our members’ only area of the website ([www.colchesteroperaticsociety.co.uk](http://www.colchesteroperaticsociety.co.uk)). You will then be sent a website user name and randomly generated password which you can log in to the members’ area with and then change to a more memorable password that will only be known to you. Once you cease being a member you will no longer have access to the member’s area of the website but we may keep your details on the database for up to 20 years after you cease being a member, in case you return to being a member and this then limits the amount of processing we have to do.

You can request your details be removed from the website database at any time but this will mean you no longer have access to the members’ area of our website.

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We do not share your contact details with other organisations or individuals unless you give us specific permission to do so. If any member of the production team or Society committees wish to contact you they will do so through our Society email address unless you have given them your contact details and/or specific permission to contact you by other means.

**When you audition for a production** you are asked to complete an audition form that collects some of the following additional information:

- Your singing range
- Part you wish to audition for
- A photo of you
- Dates you can't make during the rehearsal period
- Any special talents or other information you wish to disclose that may be relevant to your audition/the production

Audition forms can change for each production to ensure that only necessary information relevant to the production and its rehearsals is collected. This information is used by the secretary, appointed audition lead or CO2 chair/vice-chair/membership secretary/secretary for CO2, to organise the audition process and following auditions to create rehearsal registers, which include known absences. Your information is seen by the audition panel to help them identify auditionees and be better informed about your abilities, when you are/aren't available to rehearse and to know which parts you wish to be considered for. Following Auditions, your photo may be used by the production team and costume team to identify you as a cast member.

**In addition, as part of our audition forms and subsequently if and when you are cast in a show** we also collect **special category** personal information, such as:

- Health information
- Biometric information

## Health Information

We collect this by asking you to complete a medical & emergency contact form. This is used by the Society to help meet your physical/medical needs and to ensure your health, safety and well-being during rehearsals and productions. We can only act on the information we are given so it is important you inform us of anything that may affect you or we should know, to safeguard your health, safety and well-being whilst you are participating in a production and its rehearsals. This information is kept confidentially by our Secretary or an appointed individual as our Health & Safety representative at rehearsals and performances in place of the membership secretary, with restricted access to only those who need to know for the purpose of ensuring your health, safety and general well-being and/or to contact someone in case of an emergency (such as illness or injury). You will be informed who the appointed individual is if it is not the Secretary.

The Secretary or appointed Society Health & Safety representative create lists of those in a cast with allergies/medical conditions and their emergency contact details

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for ease of reference during the run of a production, for use by any appropriate/necessary professionals or backstage volunteers working on a production so they can be vigilant to all casts health, safety and well-being and someone can be contacted quickly in case of an emergency. They will not have access to full health and medical information, just a brief note (for example, allergy to nuts). Appointed First Aiders may be given access to health and medical information as necessary and appropriate to ensure individual's health, safety and wellbeing.

### **Biometric Information**

This information is collected by a member of the wardrobe department (part of the production team) for a production, who takes measurements (e.g. height, waist size, shoe size etc.) from you in order to get/make costumes that will fit you for the production. These are kept by the wardrobe team for this purpose only and are not shared with other cast members or members of the production team. This information is only shared with the specific costume company with whom we are hiring costumes for the production, who will have their own privacy policy and retention schedule. Where possible this will be done anonymously. Cast will be told which costume company we are hiring from and information on their privacy policy and retention schedule can be provided to cast on request/as necessary.

The above information, completed at auditions and when cast, is kept for the duration of a production (including its rehearsals) and up to 6 months afterwards, then it will be destroyed.

**For Equality Monitoring of our membership** we may also collect other **special category** personal information, with explicit consent such as:

- Ethnicity
- Gender/Sex details
- Sexual orientation
- Religion
- Disability

Occasionally (including when auditioning for a show) we may ask members to complete a form or survey disclosing details of their Ethnicity, gender/sex, age, marital status, sexual orientation, religion and disability details in order to ascertain the demographic makeup of the Society & it's diversity for equality monitoring. This may be anonymously disclosed on a survey/form or disclosed on an identifiable survey/form. It is up to the individual as to whether they choose to complete the form or not. There is also an option to not disclose information on any of the categories mentioned above. This information is vital in evaluating our progress towards our Inclusion, Equality & Diversity aims (as detailed in our Inclusion, Equality & Diversity Policy, statement and Strategy).

Gender information is also requested when we register members as donors with Kindlink (see above for more details), which is shared with your permission.

Any identifiable special category equality monitoring data is collected, stored and processed by the Secretary, Chair, CO2 Chair, CO2 membership Secretary and/or Inclusion Lead. Information collected may be shared with members of the Executive Committee, CO2 and Marketing & Events committees as appropriate or applicable but anonymised wherever possible. Individuals special category equality monitoring

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data is kept for the duration of their membership. Anonymous reports of the Society membership demographic are created and may be shared with the wider membership, the public and outside organisations. Anonymous data will be stored on an ongoing basis as a matter of public record.

### Additional information

- **Consent**

In addition to the above information we also ask cast and members to complete a consent form, either as part of their audition forms or as a separate form once cast. We ask you for your consent for us to contact you, take photographs that include you at rehearsals/performances, include you in our show/concert programme, add you to our Facebook groups and any other consents appropriate/applicable to the specific production or to our under 16's. This information is processed and stored by our Secretary (or CO2 membership secretary for CO2) for the duration of a production (including its rehearsals) and up to 6 months afterwards, then it is destroyed. This consent can be withdrawn at any time with the exception of published programme information and published photos which become public record. For more information on photos and programmes please see our privacy notices for publishing programmes and processing & publishing photos.

We may use **google forms** or **Microsoft forms** to acquire the data mentioned above. Doing this electronically makes processing and collating the data easier and removes the need for paper copies. Data is exported and saved as spreadsheets and these are retained for each purpose as described above. You can read more about google privacy policies here: <https://policies.google.com/privacy> and Microsoft privacy policies here: <https://privacy.microsoft.com/en-gb/privacystatement>

### Attendance

We create registers for cast throughout the rehearsal and production period and use these to create records of attendance (to include punctuality/lateness, % attendance & classification of absences as authorised and unauthorised in line with notification given and our cast code of conduct) for all cast members. We ask for planned absences to be reported on audition forms and then any absences that occur during the production period to be reported via email to our Secretary or attendance team (comprising of appointed members of our Executive Committee) and for CO2 to the main CO2 email (accessed by the Chair and Vice-chair). Paper registers are securely destroyed 6 months after each production but an electronic record of attendance is retained for up to 7 years. This is managed by the Secretary, supported by the Inclusion Lead or another appointed member of the Executive Committee if necessary (CO2 Secretary, Membership Secretary or CO2 Chair for CO2). Absences reported on audition forms are shared with the audition panel for casting purposes and these plus ongoing reported absences are shared with the creative team for rehearsal schedule purposes. Details of attendance records are shared with the Executive Committee for the purposes of discussing and managing attendance at rehearsals. A summary of cast members attendance may be shared with future audition panels to inform casting decisions. Reasons for absences are only shared on a need-to-know basis and kept as email records by the Secretary and

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attendance team (CO2 Secretary, Membership Secretary or CO2 Chair for CO2) in line with our retention schedule.

### **Life members**

The Executive Committee have the power to award life membership to any Society member in recognition of their outstanding service to the Society over a long period of years. They are then members, without having to pay annual subscriptions for life. A list of our Society life members is included in each production programme and may be listed on our website. When you are bestowed the honour of being a life member of the Society, consent to be known and listed as such on our website and in programmes is assumed. If you are a life member and do not wish your name to be included in any future programmes or on our website you can contact us at [secretary@colchesteroperaticsociety.co.uk](mailto:secretary@colchesteroperaticsociety.co.uk).

Please note that no personal information is stored or routinely available/accessed outside of the UK or the EEA, although our Mailchimp mailing lists are hosted by Mailchimp, who are based in the USA, and Google and Microsoft maintain servers worldwide.

For information about your rights in relation to this use of your personal information please see our General privacy Notice - section 5 of our privacy policy.