Charity no. 1198865

Processing Data for Marketing Purposes

We sometimes use personal information for marketing purposes in order to promote our Society and its productions and events.

Marketing mailing list

We operate a marketing mailing list that individuals sign up to via our website or facebook page.

If you choose to sign up and enter your name and contact details, you agree to be sent information periodically about our Society and its productions and events via Mailchimp, a third party data controller. You can read more about how Mailchimp uses personal information here: https://mailchimp.com/legal/privacy/.

Access to our Mailchimp account is password protected. Our Marketing & Events Committee are the data controllers but our Chair and webmaster also have access to the account.

If you have signed up to our marketing mailing list you can unsubscribe at any time and each email offers you the option to unsubscribe at the bottom.

We do **not** sell or share our marketing mailing lists to other organisations or individuals.

Marketing to members

We send out quarterly members' newsletters to our members that contain advertisements for our productions and events and sometimes other local productions and events or advertisements from our members and affiliated associations (for example, but not limited to, the Headgate Theatre, The Mercury Theatre, NODA. NETG).

These newsletters may include personal information about members such as

- Name
- Contact Details (only if necessary and with your consent to do so)
- Digital Images (taken with consent and/or from a publically published source)

This information is used for the purpose of sharing news with other members and/or the promotion of productions and events. We always have our members' health, safety and well-being in mind and would **not** share any information or news that put

this at risk in any way. We will also **not** share any information or news that you have asked to remain confidential.

Newsletters are only published on the members' area of our website and shared to members via the Society's email or post. If we have published news you feel is inaccurate or should not have been shared then please contact us via secretary@colchesteroperaticsociety.co.uk and we will remove the corresponding newsletters from our website and publish a retraction/apology in the next edition we send out.

If other organisations and/or individuals contact us wishing to share their marketing with our members, we would use our existing communication tools, including the members' newsletters, to disseminate the information but only if we felt the information was of interest/relevant to our members.

Marketing to past members

Past members do not receive members' newsletters. We do, with your consent when you joined as a member, contact past members with information about the society, its productions and events for up to 20 years after they cease being members unless you withdraw consent for us to do so. This is done by our Secretary via email or post or using Mailchimp by our Chair, Webmaster or Marketing and Events Committee.

Promoting our productions and events

In order to promote our productions and events we may use the following personal information from cast:

- Name
- Age
- Digital Images

Consent is gained through a digital form, agreed/signed when you are cast in a production (see Annex A, processing members data) or individually agreed for specific purposes (e.g. curtain call interview in the local paper).

If consent is withdrawn at any time, every effort will be made to delete the information, but please note that once photos and information are published publically (i.e. in the media, on Social media and in production programmes) they become public record. We may not be able to locate and delete the information on request, although reasonable steps will be taken to do so where and when possible. For further information please see our privacy notices in Annex D, publishing programmes and Annex E, processing & publishing photos.

The above information might be shared with:

- Social Media applications (e.g. Facebook, Twitter, Instagram)
- Local or National Newspapers
- Local, Regional or National Radio Stations
- Local, Regional or National TV Stations
- Local, Regional or National Theatres

Annex C- COS Privacy Policy

No personal information is routinely available outside of the UK or the EEA although our Mailchimp mailing lists are hosted by Mailchimp, who are based in the USA. However, where information is used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.

For further information about your rights in relation to this use of your personal information please see our General Privacy Notice - section 3 of our privacy policy.

To make a complaint about how we use any of this above personal data you can contact us at secretary@colchesteroperaticsociety.co.uk (or for further contact details please see section 3 of our privacy policy), or complete the following Personal Data Complaints Form: COS Personal Data Complaints Form – Fill out form