Annex E – COS Privacy Policy

Charity no. 1198865

Processing and Publishing Digital Images

We use photos of individuals for **identification purposes**.

These photos are provided by members/auditionees/cast members themselves (or their parents/legal guardians, if they are under 16 years old) and are kept for the duration of a production (including its rehearsals) and up to 6 months afterwards, then they will be destroyed.

The Data Controller is our Secretary and/or Chair (or CO2 Chair, Vice-Chair, CO2 Secretary for CO2), who may share your photo (linked with your name) with:

- An audition panel
- The production team
- The Costume/Wardrobe team

These photos are not published anywhere but may be displayed for a brief time at a rehearsal/performance venue or in a production team's workspace, but only if necessary/appropriate to aid identification of individuals.

Digital images of our committee members/Trustees are used to aid identification of committee members/Trustees for our membership only and are shared in members' newsletters and on our website (Who's who/committee page). These photos are provided by the individual committee member/Trustee themselves with informed consent. Committee members/Trustees can opt out of sharing photos and can withdraw consent for their photo use at any time by contacting the Secretary, Chair, CO2 Chair and/or Webmaster.

We sometimes wish to use digital images, e.g. photos, videos, audio recordings to promote our productions and events and to **aid the learning of choreography and harmonies** during the rehearsal process. Consent for this is asked via digital forms and/or audition/production sign up forms (see privacy notice Annex A-processing membership data) and verbally at the time of taking any photos/videos or audio recordings. You may choose not to be included in the recordings/images at the time they are taken/recorded, even if you have given consent on the forms. You can withdraw consent officially after signing the consent forms by contacting our Secretary on secretary@colchesteroperaticsociety.co.uk (or co2theatre@colchesteroperaticsociety.co.uk for CO2)

Videos and audio recordings made for the purpose of learning choreography and/or harmonies are shared with fellow cast members either by email or on the production closed Facebook group. They may also be uploaded to Production Pro (an online

Script and production resources Progamme). You can read more about how Production Pro uses personal information here: https://production.pro/terms..
All members of any closed Facebook groups agree not to share these recordings publically for any other purpose via our social media agreement (signed when they join as Society members and/or as a cast member).

The cast member or production team member that took the recording is the Data Controller in this instance. The recordings are deleted from the device they were taken at any time after they are shared, and at latest 6 months after the production has finished.

You have the right to withdraw consent to these recordings being published on Production Pro and/or the closed Facebook group at any time and if you choose to do so, the Society will delete the recording from the group. We will also ask all individuals the recording was shared with to delete it but this cannot be guaranteed, especially if cast members are relying on the recording to help them learn their parts/moves. To withdraw consent please contact the individual in charge of taking and publishing the material. If you do not who this is please contact our Secretary on secretary@colchesteroperaticsociety.co.uk (or co2theatre@colchesteroperaticsociety.co.uk for CO2).

Promotion of productions and events

Consent for digital images to be taken and published for promotion of our productions and events is gained through our consent forms, agreed to when you audition and/or 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). It is also asked for verbally at the time of taking any images or recordings. You can choose not to have your photo taken or not to appear in any promotional video/audio recordings at the time they are taken, even if you have agreed to a consent form.

Digital images for the purpose of promoting our productions and events are usually taken by a member of our Marketing and Events Team who will then act as Data Controllers.

We do also employ the services of professional photographers for our cast headshots, rehearsal and show photos. In this instance the images remain the property of the professional photographer but are shared with our Marketing and Events Team. These photographs are used for promoting the production and in the production programmes (please see Annex D-publishing programmes for more information). Copies of these photos are stored by the Society (managed by the Chair, CO2 Chair, Secretary, CO2 secretary, Marketing & Events Lead and Society Webmaster as appropriate) with the purpose of being used for Society archives, for subsequent Society and production publicity, and should someone be cast in the future, Headshots may be used for identification purposes for future production teams and/or for future production programmes.

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We may publish any images taken for promotional purposes on our Website and our Facebook Page. Our webmaster is Data Controller for these locations.

Images may be linked to names when published (this particularly happens in production programmes) but are often just published as images linked to the production and/or Society as a whole. If images are to be linked to any further information (such as a biography, interview etc.) your consent would be sought and you will be asked to provide the information yourself, giving you control over what is shared and published.

We may share digital images with your consent 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

If you withdraw consent at any time then every effort will be made to delete images of you, but please note that once photos and recordings 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 images on request, although reasonable steps will be taken to do so where and when possible.
To withdraw consent please contact the individual in charge of taking and publishing the material. If you do not who this is please contact our Secretary on secretary@colchesteroperaticsociety.co.uk (or co2theatre@colchesteroperaticsociety.co.uk for CO2).

We may also use digital images of our members taken with consent or from an already published public source (such as Facebook) in our quarterly members' newsletters. This is for the purpose of sharing news with other members and/or the promotion of productions and events. Newsletters are only published on the members' area of our website and shared to members via the Society's email or post. For further information please see our privacy notice Annex C-Processing Data for marketing purposes.

No personal information is routinely available outside of the UK or the EEA. 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