



## **PRIVACY POLICY FOR MEMBERS**

Darlington Operatic Society (DarlingtonOS) is committed to protect personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a member or supporter of the company.

### **The information we collect**

We collect basic personal details such as your name, address, email address, telephone number, subscriptions and dates paid. For performing members we may also hold photographs of you on file to use for promotional purposes.

### **How we use information**

We will use your information to inform you about forthcoming DarlingtonOS shows and events as well as ongoing information of a show you are currently involved in under the terms of Legitimate Interest. We will never share your information with third parties without your consent.

### **Security**

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

### **Your rights**

Please let us know if your information changes as it is important that the information we hold about you is accurate and up to date. We will keep your information as long as you remain a member / supporter of DarlingtonOS. You can ask us to remove your personal information from our records at any time and we will stop sending you information immediately. 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 contact us at the address below. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### **Changes to this 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 to 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 at [darlingtonos@hotmail.co.uk](mailto:darlingtonos@hotmail.co.uk)

**Date: 18 May 2018**