



Overton Dramatic Society

Privacy Policy

The following policy is intended to describe the way that Overton Dramatic Society (the 'Society') handles the personal data of the members of our society (the 'Members') and members of the general public (the 'Public').

Members

By paying a full year or half year subscription fee, a Member is considered to be opting in and giving consent for the Society to collect and store the following items of personal data:

- Name
- Email address
- Postal address
- Telephone number(s)
- Date at which they joined the society

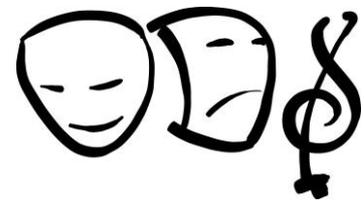
This data will be stored on an electronic password-protected spreadsheet which remains in the possession of the Treasurer and Membership Secretary. Only members of the current ODS Committee and current show Directors will have access to the spreadsheet. The password for the spreadsheet will be changed twice a year, once after the AGM (new committee) and again the following December (after the winter show has finished).

The spreadsheet is used as the main contact list for newsletters, AGM information and general correspondence provided throughout the year. A Member may choose whether to receive correspondence via email or post.

When a Member chooses not to renew their membership, we will retain their information on the spreadsheet in order to continue to send copies of the Society newsletter unless the Member chooses to unsubscribe from the email version of the Society newsletter. For those Members who receive their correspondence via post, if you wish to stop receiving the Society newsletter via post, please inform the Committee Secretary via phone or letter.

If a previous Member unsubscribes from the Society newsletter it is deemed that they no longer wish to receive correspondence from the Society and their details will be removed from the spreadsheet. The personal details stored for any previous Member will be deleted at any time if requested.

Where a Member of the Society submits a payment via a BACS transfer, no data will be retained except for record of payment stored securely on the Society bank account. Where a Member is reimbursed for expenses (materials, costume, travel etc.) via a BACS transfer, the Member should provide their account number and sort code to the Treasurer only. This personal data will not be retained except for record of payment stored securely on the Society bank account.



Public

As a Society we retain no personal data on members of the Public. We do not collect or retain names or email addresses of members of the Public. We do not send personalised direct emails to members of the Public as all marketing is undertaken generically via printed material or our social media accounts.

Where a member of the Public submits a payment for online ticket sales via a BACS transfer, no data will be retained by the Society, except for record of the payment stored securely on the Society bank account.