

Data Protection Policy for The Company of Four

Introduction

The Company of Four (hereafter referred to as “the Company”) is committed to protecting the privacy and security of all personal data in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This policy outlines how we collect, store, use, and protect personal data of our members, volunteers, performers, audience members, and other stakeholders.

Scope

This policy applies to all personal data collected by the Company, whether in paper or digital form, and covers all staff, volunteers, performers, and audience members whose data is processed by the Company.

Data Protection Principles

In accordance with GDPR, the Company will ensure that all personal data is:

1. Processed lawfully, fairly, and transparently.
2. Collected for specified, legitimate purposes and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant, and limited to what is necessary for the purposes for which it is collected.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits identification of data subjects for no longer than is necessary.
6. Processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

Types of Data Collected

The Company may collect the following types of personal data, for example:

Personal Identification Information: Name, address, phone number, email address, date of birth.

Performance-related Information: Audition details, role in productions, performance history.

Financial Information: Bank details (for payments), donation details, ticket sales information.

Health Information (for specific needs): For example, dietary requirements or medical conditions relevant to participation in performances, rehearsals or events.

Volunteer Information: Emergency contact details, availability, and qualifications.

Audience Information: Names and contact details for marketing purposes, ticket sales, and event attendance.

How Data is Collected

The Company collects personal data in the following ways:

- Through application forms, emails, or registration forms (for performers, volunteers, etc.).
- Via ticket sales systems (for audience members).
- Directly from individuals (e.g., through surveys, feedback forms, or other communications).
- Through contracts or agreements with performers, volunteers, or contractors.

Use of Personal Data

The Company uses personal data for the following purposes:

- To communicate with performers, volunteers, and other individuals involved in productions.
- To process ticket sales and manage audience attendance.
- To manage financial transactions (including donations and payments).
- To comply with legal and contractual obligations.
- To send marketing materials (with consent), including newsletters and event notifications.
- To ensure health and safety for performers, volunteers, and audiences.

Data Sharing and Disclosure

The Company does not share personal data with third parties unless required for operational purposes, legal requirements, or with explicit consent. Third parties that may receive data include:

- Ticketing agencies (to process sales).
- Third-party marketing platforms (for event promotions with consent).
- Payroll or payment processing services (to pay performers or volunteers).
- Legal authorities (where required by law).

When sharing personal data, the Company ensures that appropriate safeguards are in place to protect the data and complies with GDPR requirements.

Data Retention

The Company will retain personal data only for as long as necessary for the purposes for which it was collected. For example:

- For performers and volunteers Data will be kept for the duration of their involvement with the Company and for a reasonable period afterward for historical or financial record-keeping.
- For audience members: Data related to ticket purchases may be retained for a period of time as required for customer service and tax purposes.
- Marketing data: Contact details will be retained only if the individual has consented to receive marketing communications.
- Contact details can be removed from our database upon request, including unsubscribing from mailing lists.

Personal data will be securely destroyed once it is no longer required.

Storage of images: All images and videos will be stored securely, and access will be restricted to authorised personnel only. Digital images should be protected by passwords, and physical copies should be stored safely.

Data Security

The Company takes the security of personal data seriously and has implemented appropriate technical and organisational measures to protect it. These include:

- Encryption of sensitive data.
- Regular backups of digital data.
- Access controls and password protection for digital files.
- Secure storage for paper-based data.
- Employee training on data protection.

Breach Notification

In the event of a data breach that affects personal data, we will promptly assess the situation and, if necessary, notify affected individuals and the Information Commissioner's Office (ICO) as required by law. We will also take appropriate steps to mitigate any potential harm.

Rights of Data Subjects

Under GDPR, individuals have the following rights regarding their personal data:

- Right to access: Individuals can request copies of their personal data.
- Right to rectification: Individuals can request correction of inaccurate or incomplete data.
- Right to erasure: Individuals can request deletion of their data, subject to certain conditions.
- Right to restriction of processing: Individuals can request that their data be restricted in certain circumstances.
- Right to data portability: Individuals can request their data in a structured, commonly used format.
- Right to object: Individuals can object to processing of their data for marketing purposes or for legitimate interests pursued by the Company.
- Rights related to automated decision-making and profiling: The Company does not engage in automated decision-making or profiling.

Requests to exercise these rights should be made to the Company's secretary.

Subject Access Request – C&P from Google

Consent

Where personal data is processed on the basis of consent (such as for marketing purposes), individuals will be asked to provide explicit consent. They have the right to withdraw their consent at any time, and any withdrawal will not affect the lawfulness of processing prior to the withdrawal.

Contact Details

For questions about this policy or any data protection concerns, please contact:

Stella Mitchell

Secretary

Cof4secretary@gmail.com

Policy Review

This policy will be reviewed no less than once per annum to ensure its effectiveness and relevance. Updates or amendments may be made as necessary, with the most current policy published on the website.

Date:

Approved by:

This Data Protection Policy is designed to ensure that all data collected by The Company of Four is managed and protected in accordance with current data protection legislation.