



Privacy Policy for Members and Supporters of the Club

Melksham Music and Drama is committed to protecting 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 Club. Members pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Club. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters also include lapsed members, as such members normally wishing to remain in contact with the Club and may wish to renew their membership at a future date.

Melksham Music and Drama will keep your information indefinitely if you remain an active member or supporter of Melksham Music and Drama

We keep your information because you may resume your connection.

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions and dates paid, payment to the club details. You can, at any time, request that we remove your information permanently.

For Members

We may also take your photograph and ask you for your biography. How we use information We will use your information to send you newsletters, letters or emails to give you details of General Meetings, Shows, Rehearsals, Production Meetings and similar events that are likely to be of interest to you. Your name, and possibly photographs and biography, may appear in our show Programmes and newsletters and on some social media sites. Your information may also be shared with our committee members. This use is in our 'Legitimate Interest'. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters.

We will not share your information with other third parties without your consent.

Security

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

Your rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further newsletters. 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 as detailed below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy 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 from 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 in one of these ways:

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| Data Protection Representative: | Donna Ruderman | Mobile: 07977 319236 |
| | | Email: donnaruderman@sky.com |
| Secretary: | Mandy Raikes-May | Email : Secretary@mmad.org.uk |