



GDPR Policy

If Something Isn't Right

You should speak with a committee officer or consult our **[grievance policy](#)** or **[whistleblowing policy](#)**. Alternatively, should you feel it's needed, you can contact the [Information Commissioner's Office](#). You can seek more support from [Citizens Advice](#).

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Introduction

The society is committed to protecting the privacy of our members and our audience patrons. We hold a GDPR Policy in line with [data protection laws in the UK](#). We will not disclose any personal data without the consent of the member in question or where we are required to by law.

The Information We Keep and Why We Keep It

We have the right to retain relevant information about you for the proper functioning of the society. As a member it is reasonable for us to hold;

- Your name, a contact phone number, and a contact email address – this is so that we have proper means to communicate society business with you.
- A photograph of you – this is so that we may use it for auditions, publicity, and programmes. Photographs of children will not have their names published alongside without the express permission of their legal guardian.
- Information about your protected characteristics – we may use this data in an anonymised way as evidence to be presented to grant makers. You are not obligated in any way to disclose this information to us.
- Your postcode - we may use this data in an anonymised way as evidence to be presented to grant makers. You are not obligated in any way to disclose this information to us.

- An emergency contact, your health conditions, and regular medication – we may use this data in an emergency where you are unable to speak on your own behalf. Members are not obligated in any way to disclose this information to us. Children working with us will be obligated to have at least two emergency contacts.
- A record of any disciplinary procedures in place – this is for the proper functioning of the society.

Other Information We May Keep About You

From time to time, it may be necessary to keep further information about you – this will be clearly communicated with you in advance and you'll have the opportunity to ask us not to hold that particular information.

How We Store Your Data

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

Electronically

All of your personal data is stored electronically by the secretary in the official Bishop Auckland Theatre Society Google Workspace account which is password protected.

Photographs and images may be saved to physical hard drives when they are being used by those involved with auditions or the creation of publicity material including programmes.

Paper based information

Where information is given in writing, where possible it will be transferred to the digital system and the paper version will be destroyed. If it is not possible to transfer then a suitable person will retain the document and make every effort to keep it safe.

Once you've left the society

We will retain your information for 6 months from the date you hand in your resignation, the date you have been deemed to have resigned, or the date on which you are dismissed from the society. After 6 months, the information will be destroyed, however, your email address may still be included in external correspondence unless you ask for it to be removed.

Your Rights and Obligations as a Member

You are obligated to ensure that the information we hold about you is correct – if something changes, such as your phone number, you should tell us as soon as you can.

You have the right to request a copy of all the information we hold about you. This should be done in writing to the secretary.

You have the right to request that we remove information that we hold about you. This should be done in writing to the secretary.

Those Outside of the Society

When someone contacts the society via social media, email, or our website then the information they provide may be passed on where relevant and requested to some or all our members. For example, a request to join the society will be forwarded to the secretary.

With their permission, their email address, and name or organisation if relevant, may be added to a mailing list. This may be a 'potential members list' or other 'interested parties' list for the sole purpose of informing them of our future productions or other activities.