



Privacy Notice

Stromness Drama Club takes your privacy seriously and is committed to ensuring that all personal data we hold is kept safely and securely. This privacy notice outlines how Stromness Drama Club uses the information you provide to us and how you can update or remove the personal data that we hold about you.

The data we collect

When you use our website, we collect the personal information that you provide to us through our enquiry form or mailing list sign-up, for example your name, phone number and email address.

When you use our services, we collect the personal information set out on our membership forms which includes name, address, email address, phone number, safety and emergency details (next of kin, relevant health conditions) and in the case of under 18's, date of birth.

How the data is used and why we need it

We will only ever use your information for the purpose for which it has been given to us, and process personal information in pursuit of our legitimate interests to:

- Provide our services.
- Respond to enquiries.
- Provide you with news and updates about the activity of the club, opportunities to get involved, training, general meetings or other events.
- Fundraise and promote the interests of the charity.
- Manage our volunteers.
- Fulfil our legal obligations as a charity.
- For any other purpose we make clear to users when details are provided.

We are also under a legal obligation to process certain personal information relating to our members for the purposes of complying with The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our members are able to undertake regulated work with children and vulnerable adults.

Stromness Drama Club sends an occasional newsletter about our work and maintains a mailing list of subscribers who have opted in through completion of a membership form or requested to be added to our mailing list via our website or social media channels. We use SendinBlue to deliver our newsletter, please see their [privacy policy](#) for further information. Through SendinBlue, we gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our newsletter.

You can unsubscribe from the mailing list at any time by clicking the link at the bottom of one of our emails, or by contacting us directly via stromnessdramaclub@gmail.com.

Stromness Drama Club use Orkney Communities provided by Plexus Media Ltd for our website and you can view their [data protection policy](#). We use Google Analytics to analyse our web traffic. We use Gmail by Google for our email. For more information, please see Google's [privacy notice](#).



We will publish your name on programmes prepared for shows and may use your image in photographs taken during rehearsal and performance for the purposes of promoting our work.

How we protect your personal information

We are committed to ensuring that your information is secure. We have physical, electronic and organisational procedures in place to protect and secure the information we collect in order to prevent unauthorised access.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

Our website contains links to other websites that we think may be of interest to you. We have no control or responsibility over the privacy of these external sites and encourage you to read each site's individual privacy notice.

We only keep personal data for as long as is required for the organisation's purposes. We retain data for 3 years in order to fulfil our organisational and legal obligations, and then this data is deleted, unless our relationship with you is still ongoing. Any individual can request their data to be removed at any time and this will be done in line with these organisational and legal obligations.

Who to contact

You are entitled to view, amend, or delete the personal information that we hold about you at any time and can do so by contacting our secretary via stromnessdramaclub@gmail.com. If you have any questions or concerns regarding our privacy and data protection policies, please get in touch.

The Information Commissioner's Office oversees data protection law and if you are dissatisfied, you have a right to raise a complaint with them at www.ico.org.uk.

Updates to this notice

We will review our privacy notice at least every 3 years. This privacy notice was last updated on 20 August 2018.