



Patrons: Adam Rayner, Warwick Davis, Jamie John, Simon Rowe

LAVENDER HILL MOB THEATRE COMPANY **GENERAL PRIVACY NOTICE**

Your personal data - what is it?

'Personal data' is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the 'GDPR') and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Lavender Hill Mob Theatre Administration Team, which is the Data Controller for your data. Lavender Hill Mob Theatre Company is a registered charity (1150188) and Company Limited by Guarantee (08264851). Our registered office address is 48, King Street, King's Lynn, Norfolk. PE30 1HE.

Lavender Hill Mob Theatre Company will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names (including aliases), titles, photographs;
- Contact details such as telephone numbers, addresses and email addresses;
- Financial identifiers such as bank account numbers and/or payment/transaction identifiers (where you make payments to us via standing orders/direct debits and suchlike)

- Dietary Requirements (food allergies and suchlike)
- Special Educational Needs
- Age
- Educational Establishment (for those in full-time education)
- Volunteer experience (in the case of Adult Volunteers)
- References (for Adult Volunteers where applicable)

How we use sensitive personal data

- We may process sensitive personal data, for example information about your physical or mental health or condition, or similar information, in order to comply with legal requirements and obligations to third parties where necessary/applicable.
- These types of data are described in the GDPR as 'Special categories of data' and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data. We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent. If this applies, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
 - Where we need to carry out our legal obligations.

What is the legal basis for processing your personal data?

Lavender Hill Mob Theatre Company is a not-for-profit organisation with charitable objectives around working with our members and (where applicable) outside organisations to promote the benefits of inclusion – to provide a 'Theatre for All' and to improve social cohesion and health and well-being for all members.

We use your personal data for some or all of the following purposes:

- To confirm your identity.
- To assess your physical and emotional needs during your time with us and to determine what support you may require and what we can assist you with.
- To contact you by post, email, telephone or using social media (e.g. Facebook, Twitter);
- To promote the interests of Lavender Hill Mob Theatre Company
- To maintain our records
- To seek your views, opinions and comments
- To notify you of any changes, upcoming events, or important announcements
- To allow us to plan the provision of future shows and other projects.

Your personal data is processed in compliance with the Legitimate Interests condition. This says that if we have a good reason to process your personal data then we may do so without your explicit consent so long as there is no unwarranted impact on you. Examples of this would be processing data for those involved in shows or other outside events where Lavender Hill Mob Theatre Company has a legitimate interest in making a performing environment a safe place to be for all members.

You have the right to object to us relying on this condition for processing your data. If you object then we will immediately stop processing your data on this basis.

This Privacy Notice sets out your rights and Lavender Hill Mob Theatre Company's obligations to you.

Sharing your personal data

Lavender Hill Mob Theatre Company WILL NOT share personal data with any outside/3rd party organisation, unless legally required to do so. The principal outside agency with which we may have to disclose personal information would either be the Local Authority, or Norfolk County Council (as is the case with Under 16 Performance licences, obtained from The Child Employment and Entertainment Team, based at Norfolk County Council in Norwich). Other statutory agencies may include Social Services, or indeed the Police.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 6 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our projects/services for an extended period of time. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

- When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.
1. The right to access personal data we hold on you:
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
 2. The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you **MUST** inform us at the earliest opportunity and your data will be updated.
 3. The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
 4. The right to object to processing of your personal data or to restrict it to certain purposes only
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let

you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability
 - You have the right to request that we transfer some of your data to another controller, where processing is being carried out by automated means. Lavender Hill Mob Theatre Company does not conduct any automated processing and so you will not be able to exercise this right.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - Where we are relying on your giving express consent to us processing your data, you can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Lavender Hill Mob Theatre Company will not transfer your personal data to any country or territory outside the UK.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our website at <http://www.lhmtc.co.uk/privacy.pdf>

This Notice was last updated on 22nd February 2020

Contact Details

Please contact us if you have any questions about this Privacy Notice, the personal data we hold about you to exercise all relevant rights, or for any queries or complaints at:

**The Data Protection Officer,
Lavender Hill Mob Theatre Company,
c/o 48, King Street,
King's Lynn,
Norfolk.
PE30 1HE.**

Phone: **07769177501**

Email: info@lhmtc.co.uk

If you have any concerns about our handling of your personal data, you can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/>, or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.