



# The Penguin Club

## Privacy Policy

**The Penguin Club 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 New Penguin or Paid Member of the Club and any other personal data you provide whilst a member.**

### **The personal information we collect from you**

We collect basic personal details such as your name, telephone number, e-mail address, details of subscriptions payments made and website log in details. We maintain a record of which Penguin shows each of our members is involved with and in what role. If you contact us via e-mail or our website we may keep a record of any correspondence.

### **How we use information**

We process your personal information and store it in our membership database in order to facilitate the running of the club and to provide you with the benefits of membership. This is in our 'legitimate interest' for the purposes of operating and promoting the Club.

### **Announcements Mailing List**

One of the ways we fulfil the Club's aim of acting as a coordinating body for its members involved in amateur technical theatre is through our announcements mailing list. Therefore in our 'legitimate interest' all Paid Members and New Penguins are subscribed to the announcements mailing list. In addition, it is the Club's policy to seek the consent of any New Penguin before they are added to this list.

This announcements list is used to send messages to all Club members detailing announcements, information and requests for help with upcoming shows and other Club events, and to describe opportunities for Club members to become involved in theatre. It is also used to inform members social events organised by the Club, or to which Club members are invited. The Club newsletter is posted to this list once a month. All messages to this mailing list are moderated by a member of the Committee before being sent.

### **Other Mailing Lists**

We also operate a discussion mailing list. This list allows any Club members who wish to subscribe to it an opportunity to discuss anything they want. Its aim is to provide a social forum, and to be a source of advice and discussion on aspects of theatre in general, upcoming productions, and the Club itself. Club members must explicitly opt-in to this list. Only subscribers to the discussion list, not the entire membership, will receive messages sent to this list. You can join or leave this list at any time by amending your preferences on the website.

From time to time, the club may also operate other mailing lists for a specific purpose. Such mailing lists will always be run on an opt-in basis.

### **Photography & Video Recording**

We take photographs and videos of our meetings, training sessions, show activities and social events. These photographs and videos may be included in our newsletter, social media feeds (including Facebook and Twitter) and on our website.

### **Who has access to your personal information**

Your personal information will be shared with members of the Club Committee for the purposes of running the club and assisting you with getting involved with the activities of the Club. It will not be shared outside of the Committee without your consent. For the purposes of the General Data Protection Regulations, the Committee acts as the Data Controller on behalf of the Club.

You can choose to share your e-mail address and/or telephone number with other Paid Members of the Club. If you do so they will appear on the members list section of the website. New Penguins cannot see other people's contact details until they have become a fully paid-up member of the Club. You can opt-in or out of sharing this information at any time by amending your preferences on the website.

Details of the technical roles you have performed on Penguin shows are publically visible as part of the show archive on our website.

### **Services provided by Third Parties**

Our membership database is securely hosted as part of our website on third party servers. Hosting services for our website and e-mail lists are currently provided by Loho Ltd. They process your data only as necessary to provide us with these services. If we change our service provider we will inform you, giving at least 30 days' notice to allow you to request that your personal data not be transferred.

Your personal data will not be disclosed to any other third parties or transferred outside the EU without your prior consent.

### **Data Retention**

If your membership lapses or as a New Penguin you decide not to join when subscriptions become due we will take the following steps.

- Three months after subscription payments become due you will be removed from our mailing lists and your website account will be deactivated.
- Within one year we will delete your e-mail address and telephone numbers from our records. If you are listed in a production role for a show on our website then your name will be retained in that record for archive purposes. Otherwise your name will also be deleted from our records.

### **Your Rights**

You can ask us to remove your personal information from our records at any time and we will do so.

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 e-mail us at the address 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.

If you have any concerns about how your personal data is used, please contact us at the e-mail address below. If you remain unhappy with the way your data is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

### **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 e-mail us at: [clubcontact@penguinclub.org.uk](mailto:clubcontact@penguinclub.org.uk)