The Moat Players GDPR privacy notice

This privacy notice explains why The Moat Players collects information about you, and how that information may be used.

As data controllers, we have responsibilities which are regulated by law under the General Data Protection Regulations. This means ensuring that your personal confidential data (PCD) is handled in ways that are safe, transparent and what you would reasonably expect.

Your Personal data- what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come in to such possession. The processing of personal data is governed by the General Data Protection Regulation (the ‘GDPR’).

Who are we?

The Moat Players is the data controller. This means it decides how your personal data is processed and for what purposes.

St Mary’s Church Hall, Hobs Meadow, Solihull

How do we process your personal data?

* Details about you, such as address, telephone numbers

What is the legal basis for processing your personal data?

We collect and hold data for the sole purpose of keeping a record of members and enabling us to contact parents of members or family of members in an emergency. We will ensure that information is kept confidential. We can disclose personal information if:

* It is required by law
* You consent – either implicitly for the sake of your own care or explicitly for other

purposes

* It is justified in the public interest

Sharing your personal data

We will not share your data without your expressed and written consent.

How do we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with the GDPR (which is overseen by the Information Commissioner’s Office), Human Rights Act, the Common Law Duty of Confidentiality, and the NHS Codes of Confidentiality and Security.

All of our committee members receive appropriate and on-going training to ensure they are aware of their personal responsibilities and have contractual obligations to uphold confidentiality, enforceable through disciplinary procedures. Only a limited number of authorised staff has access to personal information where it is appropriate to their role and is strictly on a need-to-know basis.

We maintain our duty of confidentiality to you always. We will not disclose your information to any third party without your permission unless there are exceptional circumstances (i.e. life or death situations), or where the law requires information to be passed on.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which The Moat Players hold about you;
* The right to request that this practice corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for the group to retain such data.
* The right to withdraw consent to the processing at any time;
* The right to lodge a complaint with the Information Commissioners Office.

Contact Details

Should you have any concerns about how your information is managed or wish to object to any of the data collection at The Moat Players, please contact the Chairman of the group.

Any changes to this notice will be published on our website. .

Suspected breaches in data protection can be reported to the Chairman who is by default the Data Protection Officer for the group.

Breaches in data protection will result in an incident investigation. Serious breaches will be reported to the ICO.

It is the responsibility of all members to report suspected breaches of information security to the Chairman of the group without delay.