



REGISTERED CHARITY
NUMBER 278388

Privacy Notice

Bury St Edmunds Amateur Operatic and Dramatic Society
c/o 7 The Coppice, Gt Barton, BSE, IP31 2TT – Tel:
01284 788440

BSEAODS is committed to protecting your personal information

We collect the following information:

Name, address, date of birth, personal statistics (height, singing range), email address, telephone number, school (children only), emergency contact details and medical details (children – performance licences only) - as well as taking photographs and recordings

We collect this information so that we can

Run BSEAODS to provide you with everything you need as a Member, such as read-throughs / audition dates and material, rehearsal and performance dates and times. To print literature for shows, eg publicity / programmes.

1. Provide appropriate care at all times - including in the event of an Emergency.
2. Apply for a Performing Licence from the Local Authority for children.
3. Use photographs and recordings for the Archives, teaching purposes, family mementos, publicity, fundraising and for the website and social media channels.
4. Let you know about other BSEAODS' events such as socials or fundraisers.
5. Advise other Companies' productions / events you may be interested in.

BSEAODS has the following social media pages: Facebook, Twitter and Instagram. Please note that the providers of the social media platforms have their own privacy policies and BSEAODS does not accept any responsibility or liability for these policies. We will not use your image on these pages unless you agree to this below.

How long we hold your personal data

We will keep this information for five years, or as long as you are a Member of BSEAODS - or for as long as is necessary to comply with our legal obligations for safeguarding. Photos and recordings will be kept after you leave the Society, however you can contact us at any time and we will remove these if you ask us to do so.

How the information is stored

All your information is stored securely and password protected.

Who we share your personal data with

We do not share your information with any other third party except for the purposes of a Performance Licence in respect of children and where we are required to do so by law.

Your rights regarding your personal data

If at any point you believe that the information we hold on you is incorrect, you can ask to see this information and have it corrected or deleted.

If you have a concern about the way we are collecting or using your personal data we ask that you contact Nina Truin at nina@bseaods.org.uk

You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

ONE OF THESE FORMS IS REQUIRED TO BE SIGNED FOR EVERY MEMBER (OVER 13) WHO WISHES TO REMAIN ON THE BSEAODS' DATA LIST

ALSO NEEDED TO BE SIGNED BY EVERY PARENT / GUARDIAN OF MEMBERS UNDER 13

PLEASE COMPLETE AND RETURN THIS FORM – ELECTRONICALLY OR PHYSICALLY



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Name of Member of BSEAODS

.....

Name of Parent/Guardian of under 13

.....

I give permission to BSEAODS to

1. Hold my personal data to run the organisation, as a duty of care to the Members and to apply for Performance licences for children.

..... BSEAODS' Member (13 or over) signature

..... Parent/Guardian Child's Signature

2. Use photographs and recordings whilst I am a member of BSEAODS.

..... BSEAODS' Member (13 or over) signature

..... Parent/Guardian Child's Signature

3. Use my image on its social media pages.

..... BSEAODS' Member (13 or over) signature

..... Parent/Guardian Child's Signature

4. Use my digital image after I leave BSEAODS.

..... BSEAODS' Member (13 or over) signature

..... Parent/Guardian Child's Signature

5. Contact me to let me know about other events run by BSEAODS / Others.

..... BSEAODS' Member (13 or over) signature

..... Parent/Guardian Child's Signature

..... **Date of Signature(s)**