



Privacy Policy for Committee Members

Yeovil Youth Theatre (YVT) 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 Committee Member of the Society. Committee Members are elected at Committee Meeting or a limited additional number may be co-opted by the other Committee Members.

The personal information we collect from you

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions and dates paid, standing order details. For Members, we may also take your photograph and ask you for your biography.

How we use information

We will use your information to send you newsletters, letters or emails to give you details of General Meetings, Shows, Rehearsals, Production Meetings and similar events that are likely to be of interest to you. Your name, and possibly photograph and biography, may appear in our show Programmes and newsletters. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters. We will not share your information with other third parties without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Your rights

Please let us know if your personal information changes, as it is important that the personal information we hold about you is accurate and up to date. We will keep your information as a Committee Member until you cease to become a Committee Member for a period of 7 years unless explicitly requested. 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 write to 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.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.



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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 contact us in one of these ways:

By Email to the Secretary:

secretary@yyt.org.uk

By Post to the Secretary:

22, Cabot Road, Wyndham Park, Yeovil, Somerset, BA21 5FQ

This policy is effective from **1st January 2019** and supersedes any other privacy policies previously issued.