



## Privacy Notice

### **Bury St Edmunds Operatic and Dramatic Society**

c/o 7 Rectory Gardens, Thurston, Suffolk, IP31 3TH

BSEODS 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 BSEODS 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, e.g., 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 BSEODS' events such as socials or fundraisers.
5. Advise other Companies' productions / events you may be interested in.

BSEODS 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 BSEODS 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 BSEODS - 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; 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: [enquiries@bseods.org](mailto:enquiries@bseods.org)

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**



Name of Member of BSEODS

.....

Name of Parent/Guardian of under 13

.....

**I give permission to BSEODS 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.**

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

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

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

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

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

**3. Use my image on its social media pages.**

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

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

**4. Use my digital image after I leave BSEODS.**

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

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

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

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

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

Date of Signature(s) ...../...../.....