

General Data Protection (GDPR) Policy

Introduction

The General Data Protection Regulation (GDPR) is a European Union regulation that aims to protect the personal data of individuals within the EU. Haslemere Players must adhere to GDPR to ensure the confidentiality, integrity, and availability of personal data they handle. This document outlines the GDPR policy specifically tailored for Haslemere Players to comply with data protection standards.

Scope

This policy applies to all members, volunteers, employees, and stakeholders involved in our charitable amateur dramatics society. It covers the collection, processing, storage, and disposal of personal data, ensuring compliance with GDPR requirements.

Definitions

- *Personal Data*: Any information relating to an identified or identifiable individual.
- *Data Subject*: The individual whose personal data is being processed.
- *Data Controller*: The entity that determines the purposes and means of processing personal data.
- *Data Processor*: The entity that processes personal data on behalf of the Data Controller.

Principles

Our society commits to the following GDPR principles:

- **Lawfulness, Fairness, and Transparency**: Personal data shall be processed lawfully, fairly, and transparently.
- **Purpose Limitation**: Data shall be collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- **Data Minimisation**: Data collected shall be adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- **Accuracy**: Data shall be accurate and, where necessary, kept up to date.
- **Storage Limitation**: Data shall be kept in a form that permits identification of data subjects for no longer than necessary.
- **Integrity and Confidentiality**: Data shall be processed securely, ensuring protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

Rights of Data Subjects

Data subjects have the following rights under GDPR:

- *Right to Access:* Individuals can request access to their personal data and obtain information about how it is being processed.
- *Right to Rectification:* Individuals can request correction of inaccurate or incomplete personal data.
- *Right to Erasure:* Individuals can request the deletion of their personal data under certain conditions.
- *Right to Restriction:* Individuals can request the restriction of processing their personal data under certain conditions.
- *Right to Data Portability:* Individuals can request to receive their personal data in a structured, commonly used, and machine-readable format.
- *Right to Object:* Individuals can object to the processing of their personal data under certain conditions.
- *Right to Withdraw Consent:* Individuals can withdraw their consent for processing at any time.

Data Processing Activities

Our society engages in the following data processing activities:

- *Member Registration:* Collection and processing of personal data for membership management and communication.
- *Event Management:* Collection and processing of personal data for organizing and managing events.
- *Volunteer Coordination:* Collection and processing of personal data for coordinating volunteer activities.
- *Fundraising Activities:* Collection and processing of personal data for fundraising and donor management.

Data Protection Measures

We implement the following measures to protect personal data:

- *Encryption:* Personal data is encrypted in transit and at rest to prevent unauthorized access.
- *Access Controls:* Only authorized personnel have access to personal data, and access is granted based on the principle of least privilege.
- *Data Anonymization:* Where possible, personal data is anonymized to reduce the risk of identification.
- *Regular Audits:* Regular audits are conducted to ensure compliance with GDPR and to identify and mitigate risks.

- *Training and Awareness:* Trustees of Haslemere Players receive training on data protection principles and practices. Members and volunteers are requested to review the policy and understand the obligations for protecting data.

Data Breach Management

In the event of a data breach, our society will:

- *Report:* Report the breach to the relevant supervisory authority within 72 hours.
- *Notify:* Notify affected individuals if the breach is likely to result in a high risk to their rights and freedoms.
- *Investigate:* Conduct a thorough investigation to determine the cause and impact of the breach.
- *Mitigate:* Implement measures to mitigate the impact and prevent future breaches.

Third-Party Data Processing

When engaging third-party data processors, our society will consider:

- ***Due Diligence:*** Conduct due diligence to ensure third parties comply with data protection standards.
- ***Contracts:*** Establish contracts that outline data protection obligations and responsibilities.
- ***Monitoring:*** Regularly monitor third-party compliance with data protection requirements.

Review and Updates

This policy will be reviewed annually and updated as necessary to ensure ongoing compliance with GDPR and adapt to changes in data protection practices and regulations.

Contact Information

For any questions or concerns regarding this GDPR policy, please contact our Data Protection Officer at [Email] or [Phone Number].

This policy is essential for the protection of personal data and the rights of individuals involved in Haslemere Players. Adhering to GDPR ensures trust, transparency, and accountability in our data processing activities.

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