

Felixstowe Musical Theatre (FMT) 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 Member or Supporter of the Society. Members pay an annual membership fee; Supporters are individuals who although they pay no fee are involved in supporting the activities of the Society. This involvement includes areas such as scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters can also include lapsed members as such members normally wish to remain in contact with the society and may wish to renew their membership at a future date.

The information we collect

We collect basic personal details such as your name, address, e-mail address, telephone number and subscription status. For Members involved in a production we may also take your photograph, ask you for your biography and video the performance.

How we use information

We will use your information to send you letters, newsletters, or emails to give you details of the Annual General Meeting, Shows, Rehearsals, Production Meetings and similar events that are likely to be of interest to you. Your information may also be shared with our committee members (who are FMT's Trustees). This use is in our 'Legitimate Interest'.

If you are involved in a show your name, and possibly photograph and biography, may appear in our show programmes and videos, on our website and social media pages and in our members' newsletter. You should be aware that our show video, programmes, website and social media pages are available to the public and that our newsletters are shared amongst our membership and with our supporters.

We will not share your information with other third parties except as necessary to fulfil our legal duties.

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 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 for a period of two years after you cease to be a Member or Supporter of Felixstowe Musical Theatre. We keep your information for this length of time because you may wish to resume your connection with Felixstowe Musical Theatre. However, you can ask us to remove your personal information from our records at any time and we will do so.

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 or altering 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.

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 Phone to the Secretary: 01473 270599

By email: nat.free33@googlemail.com

By post to: FMT Secretary, 282 Ravenswood Avenue, Ipswich, Suffolk, IP3 9TQ

Date: May 2018