



Dartford Amateur Operatic & Dramatic Society

President: The Worshipful The Mayor of Dartford

Data Protection Policy

Purpose

This policy sets out how Dartford Amateur Operatic & Dramatic Society (DAODS) ("the Society") collects, uses, stores, and protects personal data, in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy will be reviewed annually by the Executive Committee, or sooner if necessitated by changes in law, regulation, best practice, or the Society's operations. Any amendments will be approved by the Executive Committee.

Who We Are

DAODS is a volunteer-run, not-for-profit amateur dramatics society based in England. We are committed to protecting the privacy and personal data of our members, participants, supporters including our audiences, and any individuals we interact with.

What Data We Collect

We may collect and store the following types of personal data:

- Names, email addresses, phone numbers, and postal addresses of members and participants involved in our productions or activities.
- Emergency contact details
- Photographs or videos taken at Society events or performances
- Ticket purchaser information for public performances
- Any other data provided voluntarily for Society purposes (e.g. auditions, mailing lists, accidents etc.)

Why We Collect Your Data

We only collect personal data to support the running of the Society. This includes:

- Managing membership and volunteer records
- Organising rehearsals, performances, and events
- Contacting individuals with information relevant to their role or interests
- Ensuring safety and welfare during activities
- Promoting Society productions and events

How We Store and Protect Your Data

- Personal data is stored securely, either digitally (with password protection) or in locked physical storage.
- Access to data is restricted to relevant Committee members and authorised individuals (such as contracted production team members) who need the information to carry out their responsibilities for the Society. All such individuals are expected to handle personal data in line with this policy.
- We do not share your data with third parties unless we are legally required to

Your Rights

Under the UK GDPR, you have the right to:

- Access the personal data you provided us, that we hold about you
- Request correction of incorrect data
- Request deletion of your data (unless we are required to keep it for legal or regulatory purposes)
- Withdraw consent at any time (for data collected by consent)

Retention

We only keep your data for as long as necessary to fulfil the purposes outlined above. For example, data from former members will typically be deleted within 12 months of their involvement ending, unless you request to stay on our mailing list. To support this, we follow a simple retention schedule that outlines how long different types of personal data are kept:

Data Type	Retention Period	Justification
Membership forms	12 months after membership ends	For reference and administrative continuity
Marketing list consent	Until consent is withdrawn	To keep members informed (based on consent)
Audition forms & casting info	6 months after production	In case of recasting needs or disputes
Production photos/videos	Indefinitely (with consent)	Archival, marketing, and promotional use
Accident and incident reports/Investigation case notes	3 years	Health & safety, regulatory and legal compliance and potential insurance claims
Investigation case notes	Up to 12 months	In case of disputes
Financial records	6 years	Required legally for accounting and audit purposes

APPENDIX 1: Confidentiality Statement

All members of the Executive Committee and any other individuals who handle personal data on behalf of DAODS are required to maintain confidentiality in accordance with data protection principles and safeguarding best practice.

In particular, the following types of information must be treated as confidential and must not be disclosed, shared, or discussed with any unauthorised individuals:

- Safeguarding concerns and any associated notes, reports, investigation records and correspondence.
- Personal Health or Support Needs disclosed by members
- DBS (Disclosure and Barring Service) Check Results or status information
- Investigation case notes and correspondence relating to membership ie: disciplinary, complaints, conduct issues, or other sensitive matters
- Confidential Organisational Information, including, but not limited to:
 - Show Planning and Creative Material (ie. scripts, scores or creative proposals).
 - Licensing agreements or permissions
 - Fundraising strategies, financial forecasts, grant applications (until officially announced), internal budget details and financial data
 - Non-public membership lists or personal member information
 - Sponsorship, Donor or Ticketing Information, where not publicly announced
 - Minutes or discussions from Committee meetings marked as confidential
 - Any matters involving legal or disciplinary proceedings
- Internal Communications:
 - Emails, messages, or discussions that include sensitive personal or organisational information
 - WhatsApp or other messaging group content (especially if relating to confidential issues)
- Third-Party Information shared with us under a duty of confidence (either explicit or implied), including by our contractors, venues, funders, or other individuals.

These obligations apply to all Committee members, all members, and anyone else with access to such information, both during their involvement with the Society and after their role ends.

Anyone unsure about whether information is confidential, or how to handle it, should contact the Chair of the Executive Committee.