



## **PRIVACY POLICY**

This privacy policy sets out how we use and protect any information you give us when you use this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

### **2. Who are we?**

The Chipstead Players (Registered Charitable Incorporated Organisation No: 1193889) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

The Chipstead Players complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To meet the objectives of the Charity as set out in our Constitution i.e. to advance the education of the public in the dramatic arts and the development of public taste therein, particularly by presenting plays at The Courtyard Theatre, Chipstead.
- To administer membership records.
- To fundraise and promote the interests of the charity.
- To manage our employees and volunteers.
- To maintain our own accounts and records (including the processing of gift aid applications).
- To inform you of news, events, activities and services running at The Chipstead Players.

### **4. What is the legal basis for processing your personal data?**

Explicit consent of the data subject is sought so that we can keep you informed about news, events, activities and services and process your ticket purchases, membership subscriptions and gift aid donations.

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; and this processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:

- a) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and
- b) there is no disclosure to a third party without consent.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of The Chipstead Players in order to carry out a service to other members or for purposes connected with the theatre. We will only share your data with third parties outside of the charity with your consent.

## **6. How long do we keep your personal data?**

We keep data relating to (a) current membership, (b) ticket purchases (c) mailing lists and (d) gift aid. We retain this data (a) whilst membership is current; (b) until you unsubscribe from our mailing list and (c/d) for up to 5 years after the calendar year to which it relates.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which The Chipstead Players holds about you.
- The right to request that The Chipstead Players corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for The Chipstead Players to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability). (Where applicable.)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data. (Where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact:

- The Membership Manager at The Chipstead Players, The Courtyard Theatre, Hazelwood Lane, Chipstead, Surrey CR5 3QU.
- Tel: 01737 555680 or email: [membership@chipsteadtheatre.com](mailto:membership@chipsteadtheatre.com)

GDPR is managed by The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.  
Webaddress: <https://ico.org.uk>

This policy is effective from 1st January 2023

(Reviewed 7 July 2025)