



Dorchester Community Plays Association Privacy Notice

Our contact details

Name: Dorchester Community Plays Association

Address: 10 Old Coastguard Cottages, Portland Bill, Portland, Dorset, DT5 2JT

E-mail: dcpapress@hotmail.co.uk

Date Completed: February 2023

The type of personal information we collect

We currently collect and process the following information:

- Name
- Home Address
- Email Address
- Home and/or Mobile Phone Number
- Emergency Contact Name, Relationship and Phone Number
- Medical Conditions (if applicable)
- Age (for children under 16 only)
- Measurements



How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To become a member of the Dorchester Community Plays Association (DCPA), for the purposes of paying subscription fees and receiving the latest news from DCPA. We only collect name and email/home address for this purpose.
- To become either a participant (cast member) or volunteer in a Dorchester community play. All of the types of personal information listed above are collected for cast members for this purpose, while name and contact details only are collected for volunteers.

We use the information that you have given us in order to contact you with news and information about the DCPA (members of DCPA), or to pass on necessary information about the upcoming community play and maintain accurate databases on all those taking part (community play participants).

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting dcpapress@hotmail.co.uk



How we store your personal information

Your information is securely stored in the following ways; DCPA members' information is kept on a spreadsheet database which is held on a secure device held by the Membership Secretary. Community Play participants and volunteers' information is kept on databases held on secure devices by both the Play Officer and the Data Protection & Security Officer as a back-up copy.

We keep the personal data of DCPA members for the duration of their membership, until members choose to withdraw their membership. We keep the personal data of community play participants and volunteers for the production period of the play, until the play is over. We will then dispose your information by manually deleting it from our databases(s), or in the case of paper records by shredding them.



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at dcpapress@hotmail.co.uk if you wish to make a request.



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at dcpapress@hotmail.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Approved by the DCPA Board 8th March 2023