

IMPORTANT – Our Privacy Policy

As a *Friend* you need to read this

From 25 May 2018 the Data Protection Act (DPA) is replaced by the General Data Protection Regulation (GDPR). Every organisation that stores and processes a mailing list of individuals must decide whether they need to Register with the Information Commissioner's Office and seek specific consent from every individual on the list to continue using that information.

We believe that FESPA has what is known as a 'Legitimate Interest' in maintaining our database as we currently do and is therefore exempt from this requirement. The reason is that, as a small membership-based charity, the only uses made of the address details you provide us with are (a) to contact you about matters relating to FESPA and to related local performing arts activities and (b) to provide the Summer Theatre Box Office with confirmation of your eligibility for *Friends'* discount on tickets. Moreover, we believe it reasonable to assume that, when you provided us with your contact details, you did so because you expected and wished us to use them in these ways.

Even though we are exempt, we are required to set out our Privacy Policy in respect of our mailing list which we do below.

We need to tell you what information we hold about you and how it is used.

Personal information about FESPA members is held on a database and consists of a minimum of name, address, date of joining, whether subscriptions are up to date or pending, whether Gift Aid applies and whether newsletters can be delivered by hand. If members have optionally supplied telephone number and/or email address these are also stored. A member's entry may also include brief relevant memoranda such as recent change of status, address or surname.

The data are held and maintained by the current FESPA database manager and used to keep track of membership/subscription status, to address envelopes and send emails containing information relevant to FESPA members. It is used by the Trustees of FESPA and to a limited extent by the Suffolk Summer Theatre box office to confirm ticket discount eligibility. The information is not shared with any other organisations or individuals. At any time, a member can request to see the information we hold on them, require us to correct errors or update contact details, withdraw their consent for us to hold and process any or all the data by contacting the database manager at the address below. If you ask us to erase your membership record entirely, your membership will cease.

Personal information is held on members only while their membership is valid and is deleted if they fail to pay their subscription for more than a year after it falls due or if they resign or if we are informed of their death.

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