

OTG register of personal data processing activities

This summarises authorized personal data processing activities of OTG. Additional authorizations may also be recorded in committee meeting minutes, but this document should be updated without undue delay if this happens.



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Membership management

Oxford Theatre Guild stores some or all of the following information about its members:

- Name
- Address
- Phone number
- Email address
- Interests relating to involvement with productions

This information is used:

- to send out weekly emails (“Prompt”) and official charity correspondence
- to manage membership subscriptions and renewals
- to identify suitable candidates for production roles (information about individuals may be shared with relevant production team members)

Information about members is kept until that members’ subscription lapses. At that time, membership specific information is removed.

Additionally, if a member chooses to pay by Direct Debit, our payment processor GoCardless will process their bank account details on our behalf.

OTG processes these data on the basis of the performance of a contract between OTG and the member.

Auditions

Contact information and biographical information about an individual is collected through an auditionees form. This information is collected on the basis of a legitimate interest and legal obligations (child protection).

Information collected directly through a form:

- Name

- Address
- Phone number
- Email address
- Date of birth (if under 18)
- Stage experience
- Parts interested in

Information collected by the director during auditions

- Notes about suitability for a part

Data will be retained as follows

- Information related to non-successful applicants, and audition notes for all applicants, will be retained until the end of the production process
- Contact details for successful applicants will be used for membership administration purposes and retained for the duration of the membership

The paper forms and any notes taken during auditions are to be retained by directors to support the audition process. They may optionally be transcribed into electronic format and shared with the committee and senior production staff only as required for the purpose of managing the casting process. Audition forms, notes and electronic copies thereof should be destroyed at the end of the production.

These data are processed on the basis of legitimate interest (see separate LIA).

Additionally, auditionees are invited to complete a survey, including to consent to further email communications about productions. This form includes

- Name
- Email address
- Production roles interested in

This information could also be received via website contacts or referrals from other OTG members or contacts. Where this happens, a record of explicit consent shall be recorded.

These are to be stored by committee members, and passed to senior production on an as needed basis. They are processed on the basis of consent.

Accident forms and known conditions

Details about accidents are recorded on paper forms and held by the committee. They are used to review accidents according to our legal obligations and H&S policy. They are stored on paper securely by the committee and destroyed after 5 years.

These data are held on the basis of legal obligations and for medical conditions on the basis of preventative and occupational medicine.

Details about known conditions are recorded in a dedicated secure online storage with access limited to the OTG H&S officer and others with a strict need to know for the purposes of preventative and occupational medicine. They are destroyed on request or three years after the person ceases involvement with OTG.

Productions

Contact details of cast and crew are processed by the senior production team to enable the management of rehearsals and production week. These details should be deleted at the end of the production. In addition, email addresses will be added to group email addresses for shared communication. These group email addresses should be deleted by the end of May in the year following the production. This enables the committee and others to communicate with the production teams about follow-up matters such as annual review contributions.

Cast and crew lists (including extra information such as availability information, costume measurements) might also be shared with others with an official role in a production where that use is required for the production. When this happens, the receiver should be informed that these data should only be used for the specified purpose, and only necessary subsets of data used.

In addition, names, production roles and biographical information (as supplied by the individual) will be displayed publicly on the website and in programmes.

These data are processed on the basis of a legitimate interest (see separate LIA).

Expense claims

Data about expense claims processing is handled by the committee members, and senior production staff. The following data is collected as part of the process:

- Name
- Address
- Details of purchases
- Bank details (only by the Treasurer and authorized deputies if BACS payment is requested)

These data are processed on the basis of a legitimate interest (see separate LIA) and, once paid, under a legal obligation basis (need to keep accountancy records as required by the Charities Commission). They are deleted/destroyed once they are no longer needed for accountancy purposes.

Trustee registration

Data about trustees is collected as part of the trustee registration process:

- Name
- Address

- Date of birth
- Declaration of suitability

This information is collected on trustee declaration forms (charity commission form) and submitted to the charity commission in accordance with our legal obligations. A copy is stored whilst a trustee is current and in accordance with our legitimate interests.

Information about trustees may be shared with an organisation with a legitimate need to know, in order to authenticate our charitable status. Any such sharing must be preceded by reasonable advance notice to trustees, with information about the rationale, and adequate safeguards, being provided.

Additionally, contact information about trustees is stored in OTG's email system and in other records on a legal obligation basis in the course of running the charity.

Show marketing

Contact lists are maintained on Mailchimp for show marketing purposes on a consent basis. The information stored is that limited to what is needed to manage that system. Posting policies are established in the privacy notice and third party sharing of OTG lists with others is not permitted.

Ticket sales

When OTG sells tickets via the Tickets Oxford box office or other similar systems, the tickets come with names and addresses on them. This enables us to identify the ticket holders when they collect tickets. The data is not used for any other purpose, and uncollected tickets are destroyed promptly.

Photography

OTG uses photography in the course of promoting shows and other activities both internally and externally, and for archival purposes.

Where photographs are taken of actors in production rehearsals or performances on behalf of OTG involving adults, or as part of headshots or a dedicated promotional photoshoot, this collection is done under the basis of a legitimate interest (see separate LIA).

In all other cases where photographs are taken on behalf of OTG (such as backstage photographs) and for under 18s, consent is required (and photographers should be made aware of cases where they are likely to photograph those for which consent is not available).

In cases where consent has been collected, this should be filed by the production manager and details passed to the committee afterwards.

When photography happens in a rehearsal room or in any situation where it might not be apparent (such as during closed rehearsals in a theatre) cast should be made aware of the photographers' presence.

Third party processors

OTG uses the following third party processors (within the GDPR meaning):

- Mailchimp
- Google
- Gocardless
- Mythic Beasts