

1. Introduction

The General Data Protection Regulation ('GDPR') legislation came into effect on 25 May 2018. This regulation includes rules on how organisations deal with their members and customers' personal details. It calls for clear rules and practices for how these details are held for purposes including marketing.

HLO Musical Company ('the Company') is committed to protecting personal information. This **privacy policy** sets out how we use any personal information we collect from you when you become a member or supporter of the Company.

Members pay a membership fee.

Supporters are involved in supporting the activities of the Company. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music, orchestra and buying tickets for productions and events. Supporters also include lapsed members, as these members normally want to stay in contact with the Company and may decide to renew their membership at a future date.

2. The personal information we collect from you

We collect basic personal details such as your name, address, email address, telephone number, subscriptions and dates paid, and bank details. For members, we may also take your photograph and ask you for a brief biography to include in show publicity material and programmes. Noncopyrighted productions may also be videoed.

3. How we use your information

We will use your information to send you newsletters, letters, emails or messages to give you details of General Meetings, shows, rehearsals, production meetings and similar events you are likely to be interested in as a member or supporter of the Company. Your name, and possibly also your photograph and biography, may appear in our show programmes and newsletters. Your information may also be shared with our committee members. This use is in our 'legitimate interest'. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters. We will not share your information with other third parties without your consent.

4. Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

5. Your rights

Please let us know if your information changes, as it is important that the personal information we hold about you is accurate and up to date. We will keep your information indefinitely after you stop being an active member or supporter of the Company. We keep your information because you may resume your connection with the Company and take part again in our activities. However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further communications. You have the right to ask to see a copy of all the personal information we hold about you. To do this, contact us using the email address below. We will take all reasonable steps to confirm your identity before giving you details of any personal information we hold about you.

6. Changes to this privacy policy

We may amend this privacy policy from time to time, for example to keep it up to date or to comply with legal requirements. If this means there will be any significant changes to the

ways we use your personal information from the practices we have set out here, we will seek your permission first.

7. 7. How to contact us

If you have any questions or concerns about this privacy policy or our data protection practices, or you want to see a copy of the details we hold about you, please contact us on **hlomusicalcompany@gmail.com**.

HLO Musical Company
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