

Nottingham and Nottinghamshire Drama Association

Privacy Policy

This privacy policy explains how and why Nottingham and Nottinghamshire Drama Association, (NANDA), uses personal data, to make sure that members and persons associated with NANDA can stay informed and can be confident about giving us their limited personal information.

The processing of personal data is governed by the General Data Protection Regulation, and relates to any information for a living individual who can be identified from that data and other information in our possession or likely to come into our possession. The Executive Council of NANDA (the Data Controller under the Regulation) is committed to compliance with this legislation to ensure that everyone's privacy is protected.

What personal data do we collect?

We only collect and record information that is needed for NANDA's operation i.e. administration, collecting subscriptions and fees, running competitions, festivals and courses, and informing interested persons and organisations of our activities.

Our point of contact for many societies is a named individual. We will hold details for individuals who represent member groups, persons elected as officers of NANDA, members of Council and committees, individual members of NANDA and persons who may have recently been involved in NANDA's activities. Such personal details will normally be limited to name, address, phone numbers and email address, and, where representing a group, the individual's role in that group. This information is collected from details that are provided by the individuals or member groups.

We do not record and keep any bank details although they may occasionally be used for transactional purposes.

We do not record any information about children.

How we use your personal data

We only use an individual's personal data for correspondence about NANDA's administration and the activities of NANDA relating to amateur theatre. This is known as Legitimate Interests under the legislation.

The contact details of some individual officers and members may appear on NANDA's website and social media in connection with our administration and theatre activities.

Individuals' personal data will be treated as strictly confidential and will only be shared with other member societies or persons if necessary to facilitate NANDA's activities. We will never provide such data to other individuals or organisations without the individual's explicit consent, unless we are legally obliged to do so.

Keeping your information

We shall only store an individual's information, on paper or electronically, for as long as it is required for the purposes for which it was collected or if we are legally obliged to retain it. The personal information that is stored will be regularly reviewed to keep it up-to-date.

We shall ensure that appropriate measures are in place to protect such information from loss, misuse, and unauthorised access or disclosure, including the destruction of information after it is no longer required.

Information may be stored digitally on password protected computers and secure online storage facilities such as iCloud, Google Drive, One Drive and Dropbox.

Your data protection rights

Individuals have the right to request a copy of their personal information held by NANDA, and the right to request the correction or deletion of any of such personal information, or the suspension of its use by NANDA.

Individuals have the right to contact the Information Commissioners Office (ICO) about any complaint or questions about Data Protection. You can contact them using their help line 0303 123 113 or at www.ico.org.uk.

Contact Us

Any requests or questions in relation to this privacy policy or how we use personal data should be sent to the Secretary of NANDA who will respond within one month.

Changes to this privacy policy

We shall amend this privacy policy from time to time to ensure it remains up to date and reflects how and why we use your personal data and changing legal requirements. The current version will be posted on our website nanda.org.uk

This privacy policy was last updated on 22 February 2020.