



Bury Theatre Workshop

The *Community* Theatre Company

Dear Member

As you may be aware, the Government have made changes in data protection legislation, coming into force on 25th May 2018. The new law is known as the General Data Protection Regulation (GDPR) and will replace the Data Protection Act 1988.

This affects organisations that hold personal details about members, ex members, external contacts, members of the public etc. We must make sure we comply with this legislation as there have been instances where other similar organisations have been fined because of breaches in Data Protection. I understand that some of this may not be relevant to you, but please read on and if you have any queries contact Susan Richardson on 07710 971945 (scr2208@outlook.com).

Any personal details in relation to Bury Theatre Workshop, must be kept secure, preventing unauthorised access, including personal data written on bits of paper, in notebooks, diaries, on computer, laptop, tablet, ipad, phone or any other device. So:

1. Password protect your computer, laptop, phone;
2. If paper copy to be stored in locked cabinet/drawer (assuming unit is secure);
3. Ensure no other persons (including family members/spouses/partners/visitors) have access to this data;
4. Only record relevant data, i.e. not excessive details;
5. Computers/laptops/tablets etc. must have effective anti-virus/malware protection to prevent hacking etc.;
6. All records must be up-to-date;
7. Paperwork when no longer valid re. purpose for which it was obtained, MUST be destroyed by shredding.

Length of time to keep records is:

Financial implication: 7 years;

Otherwise: 3 years.

If any member needs to contact a member of the public (other than 'Thank You' letters/emails, the letter must have the 'opt out' clause at the end of the document. Please see attached for details.

Any personal information being emailed to another, the data must be included in an attached document, password protected and not in the body of the email itself (i.e. if sending members email address and phone numbers etc.). Please see attached for details.

Please would all members acknowledge receipt of this email – see attached form to confirm that you are happy for your personal details to be shared amongst other members for BTW purposes.

Thank you.



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DATA PROTECTION – MEMBERS’ CONSENT

Please would you complete and sign the form below, confirming we hold your correct details. We would also like confirmation that you are happy that your contact details can be shared by other members for BTW purposes.

This is the data we currently hold regarding yourself. If this is not correct, please amend:

Name:

Address:

Phone number(s):

Email address:

I am happy for my contact details to be shared by other members of Bury Theatre Workshop for BTW purposes:

Signed:

Dated:

Please return to Susan Richardson, Secretary, Bury Theatre Workshop (email scr2208@outlook.com)



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INSTRUCTIONS RE. PASSWORD PROTECTION OF DOCUMENT AND USE OF OPT OUT /OPT IN CLAUSE

To transfer personal data, or documents containing personal data by email: Send as attachment (password protected) and NOT in body of email.

Generating Secure Passwords:

Format – ddmmyy followed by SENDER's initials e.g. 240318scr i.e. Susan Richardson

So to clarify, no hyphens, no full stops, no dashes, spaces or capital letters; use the date the document is sent by the sender.

Communication

ALL postal communications and Newsletters are to contain this specific wording, as directed in the DataReady documents (please copy and paste):

“If you would prefer not to receive information by post, or wish to change the ways we contact you, please contact the Secretary, Bury Theatre Workshop by emailing scr2208@outlook.com or phoning 07710 971945 (Susan Richardson) or write to Susan Richardson, Secretary, Bury Theatre Workshop, Lavender Cottage, Magpie Green, Wortham, Diss IP22 1RF”.

Emails:

Use B.C.C (blind copies) – except when email addresses are already known to each other, e.g. committee members.

If forwarding an email, please delete any details relating to another person, i.e. email address.

All Bury Theatre Workshop emails to external members of the public MUST contain the following wording at the end of your message:

“If you no longer wish to receive emails from Bury Theatre Workshop please contact Susan Richardson, Secretary (email scr2208@outlook.com) or complete our Enquiries page via our website www.burytheatreworkshop.org.uk asking us to remove you from the mailing list or use the contact details as given above.