



# LAMP

Linlithgow Amateur Musical Productions  
*incorporating*



LAMP Children's Theatre

# DATA PROTECTION POLICY

Volunteer Scotland Enrolled Body Code AA5625



[linlithgow-musicals.co.uk](http://linlithgow-musicals.co.uk)  
Registered Scottish Charity 023389  
Affiliated to NODA



# DATA PROTECTION POLICY

## 1.1 General Data Protection Regulation

Linlithgow Amateur Musical Productions incorporating LAMP Children's Theatre (hereafter referred to as the Society) is committed to protecting personal information and recognises our commitment under the General Data Protection Regulation (GDPR) (EU) 2016/679 under EU law. This Data Protection Policy relates to the societies use of any personal information collected about Members and Supporters of the society, Children in our Productions and their Parents/Guardians, the Trustees of our society, Patrons on our Mailing list and Suppliers to the society.

The following sections detail how our policy will impact each of the above noted groups of individuals;

## 2.1 Privacy Policy for Members and Supporters of the society

The Society is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Member or Supporter of the Society. Members pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Society. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters also include lapsed members, as such members normally wish to remain in contact with the society and may wish to renew their membership at a future date.

### 2.1.1 The personal information we collect from you

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions and dates paid. For Members, we may also take your photograph and may ask you for your biography.

### 2.1.2 How we use information

We will use your information to send you newsletters, letters or emails to give you details of General Meetings, Shows, Rehearsals, Production Meetings and similar events that are likely to be of interest to you. Your name, and possibly photograph and biography, may appear in our show Programmes, website & social media updates and newsletters. Your information may also be shared with our committee members (who are our Society's Trustees). 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.

### 2.1.3 Security

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

### 2.1.4 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 not keep your information after you leave as an active

member or supporter of the Society. You must contact us if you wish to resume your connection with the Society and take part again in our activities. You can also ask us to remove your personal information from our records at any time and we will do so and stop sending you any further newsletters. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply contact us at [lampsecretary@gmail.com](mailto:lampsecretary@gmail.com). We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

## 2.2 Privacy Policy for Children in our Productions and their Parents/Guardians

The Society is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about children who audition for or are cast in one of our productions and their parents/guardians. We collect this information from you and/or from your parents or guardians.

### 2.2.1 The information we collect

Prior to the auditions, we will collect basic personal details such as your name, address, date of birth, parents' names, address, e-mail address and telephone number, subscription amounts and dates paid. We may also take your photograph and ask for your biography. Prior to the auditions we will ask you and/or your parents/ guardians to consent to the collection of this personal information and the uses to which it will be put. We are able to accept consent directly from children over 13. For parents/guardians, we may ask for certain information about you to assist with our Volunteer Scotland checks. Any information gathered as part of these checks will be disposed of as soon as the check is verified.

### 2.2.2 How we use information

We will use your personal information and your parents'/ guardians' personal information: for planning any aspect of the production; to send you details of our rehearsals and communicate with you about any aspect of the production; to support your health and well-being whilst you are taking part in rehearsals and performances; to comply with any legal requirements regarding your participation in the production and to compile entries in our show programme, our website & social media updates and our newsletters.

### 2.2.3 Security

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

### 2.2.4 Your rights

Please let us know if your personal information or that of your parents/guardians changes as it is important that the information we hold about you is accurate and up to date. Circulating information to you and your parents/ guardians is a necessary part of being a member of the company but when the production is over, we will remove your personal information and that of your parents/guardians from our files. You and your parents/ guardians have the right to request a copy of all the personal information we hold about you and them in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

## 2.3 Privacy Policy for Trustees of the Society

The Society is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Trustee of the Society. Trustees are elected at General Meeting or a limited additional number may be co-opted by the other Trustees

2.3.1 The personal information we collect from you (in addition to the information collected as a Member).

We hold the date of birth, home address, e-mail address and telephone number of Trustees.

2.3.2 How we use information

Your name may appear in our Report and Accounts which are filed with the Office of the Scottish Charity Regulator (OSCR).

We will use your information to inform you of Committee Meetings and your name will appear in the minutes of these Meetings and in the minutes of General Meetings. This is called 'Legitimate Interest'. We will not share your information with third parties without your consent

2.3.3 Security

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

2.3.4 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 as a Trustee until you cease to become a Trustee but you will be aware that your name will appear on our Report and Accounts which is a public document. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

## 2.4 Privacy Policy for Patrons on our Mailing List

The Society is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you come to one of our productions and join our mailing list.

2.4.1 The information we collect

We collect basic personal details such as your name, address, e-mail address, telephone number.

2.4.2 How we use information

We will use your information to tell you about our forthcoming shows and similar events that are likely to be of interest to you. This is called 'Legitimate Interest'. We will not share your information with third parties without your consent

2.4.3 Security

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

#### 2.4.4 Your rights

Please let us know if your information changes as it is important that the information we hold about you is accurate and up to date. You are on our mailing list because you have been to one of our productions or have expressed an interest in them. Circulating information to you is a necessary part of promoting our productions but you can ask us to stop sending you this information and remove your details from our files at any time. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply contact us at the address below We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### 2.5 Privacy Policy for Suppliers to the Society

The Society is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Supplier to the Society. Suppliers in this context means personal information we may collect when you provide products or services to the Society.

#### 2.5.1 The personal information we collect from you

We collect basic personal details such as your name, address, company name, bank details, e-mail address, telephone number.

#### 2.5.2 How we use information

We will use your information to invite you to provide services to the Society and to pay for your services. This use is in our 'Legitimate Interest' because we will need to contact you when we request your products or services. We will not share your information with other third parties without your consent.

#### 2.5.3 Security

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

#### 2.5.4 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 remain an active Supplier to the Society. We keep your information because we or you may wish to resume your connection with our group. However, you can ask us to remove your personal information from our records at any time and we will do so. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### 3.1 Changes to the 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 there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

#### 4.1 Legal Framework

Linlithgow Amateur Musical Productions incorporating LAMP Children's Theatre recognizes its duty of care under the General Data Protection Regulation (GDPR) (EU) 2016/679 and would ask any individual who has any questions/concerns about the conduct of any member/the society as a whole, in relation to this Regulation, our Data Protection Policy and/or our data protection practices, or to make a Subject Access Request, to please contact our Data Protection Officer on the details noted below.

#### 5.1 Data Protection Officer

The society (by means of the Management Committee) shall appoint a data protection officer for Linlithgow Amateur Musical Productions incorporating LAMP Children's Theatre. The person's name shall be minuted at the first Management Committee meeting following the AGM.

A copy of this data protection policy will be made available to all current/new Members (playing, non-playing, student & Children's Theatre), Friends of the Society, Patrons on the Mailing List, Suppliers and to all current/new production officials and volunteers for each production of the Society.

- This General Data Protection Policy was first adopted by Linlithgow Amateur Musical Productions incorporating LAMP Children's Theatre on 16/05/2018.
- Revised and accepted 26/06/23
  
- This policy will be reviewed by the Management Committee on behalf of the Society when appropriate to ensure that it is continuing to meet its aims and will be minuted at the appropriate Committee Meeting.