

Privacy Policy of Leap Productions

This privacy policy explains how and why Leap Productions (“Leap”) uses your personal data, to make sure that you stay informed and can be confident about giving us your 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. Leap (the Data Controller under the Regulation) is committed to compliance with this legislation to ensure that your privacy is protected.

What personal data do we collect?

We only collect and record information that is needed for the operation of Leap - collecting subscriptions and fees, administration, and informing interested persons and organisations of our activities.

As the point of contact for many societies is a named individual, we will hold details for individuals who represent member societies or who are individual members of Leap or who have recently been involved in Leap’s productions or other activities. Such personal details will normally be limited to name and email address.

This information is collected from information that provided by the individuals or member societies. We do not record any Sensitive Personal Data or information for children.

How we use your personal data

We only use an individual’s personal data for correspondence about Leap’s productions, administration and other activities of Leap relating to amateur dramatics. This is known as Legitimate Interests under the legislation.

Keeping your information

We shall only store an individual’s information 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 required.

No personal information is stored outside the United Kingdom or the European Economic Area. Individuals’ personal data will be treated as strictly confidential and will only be shared with other member societies or persons if necessary to facilitate Leap’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.

Your data protection rights

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

Individuals have the right to contact the Information Commissions 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 leaproductio@gmail.com or addressed to the Treasurer, Nick Cook-West, 3 Hasted Close, Greenhithe, Kent DA9 9HS. We 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 www.leap-productions.co.uk

If we wish to use personal data for a new purpose not covered in this Policy, then we will advise affected individuals with explanations in advance and, if applicable, seek their consent.

This privacy policy was last updated on **24th May 2018**.