

Privacy and Data Protection Policy

Adopted date: 16th April 2025

Review undertaken by: APS Membership Secretary (Committee Officer)

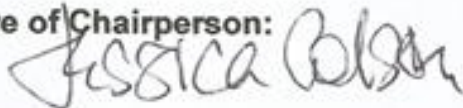
Policy Review Period: Two years or whenever changes of legislation are introduced.

Next review date: September 2028

Signature of Reviewer:



Signature of Chairperson:



Privacy Policy

At Amateur Players of Sherborne (APS), we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about members and non-members, how we use it, to whom we may disclose it, and how we keep it secure. This document may be reviewed or updated at any time.

Who are we?

We are Amateur Players of Sherborne (APS), an amateur dramatic society founded in 1934, with the purpose of providing entertainment of a theatrical nature for members and the general public.

Our main base is

The Sherborne Studio Theatre, Marston Road, Sherborne, DT9 4BL.

For contact email addresses and telephone numbers, please see our Website Contact page www.aps-sherborne.co.uk/contacts

The records we hold and what we do with them

If you are a member of APS, the information you provided when you joined the society is recorded, and this information may include your name, age, postal address, telephone number, email address and a list of the activities you have indicated that you are willing to undertake while you are a member.

This information may be used to contact you and provide other members of APS, in particular Directors and Production Managers, with information about potential cast and production team for a production. We may contact you at any time regarding APS events, productions and other relevant information.

Membership records are kept by the established and reputable membership management company “Membermojo” (see Annexes 1 and 2) on their secure servers, and by the APS Membership Secretary on a personal encrypted computer to which no one else has access.

No paper copies of application forms and other documents containing personal information are stored. We keep data relating to (a) current membership, (b) ticket purchases (c) mailing lists (d) Gift Aid (e) photography consent

If your membership lapses, we may keep such information for up to 7 years in accordance with Data Protection Act 2018, but the information will not be used for any purpose. If you would like the information to be removed from our records when your membership lapses, please inform us.

Please note that photographs and video images of members may be taken during productions for use in newsletters and publicity material, including the APS website. Photographs and videos do not by themselves constitute records or data as defined in the General Data Protection Regulations unless a person is identified by name in a photograph. If any member wishes to have their name removed from a caption associated with a photograph, they should inform the Secretary of APS.

If you are non-member who has opted in to our mailing list, we record your name, postal address (if supplied) and email address (if supplied). This information will be used to contact you with details of forthcoming productions and for no other purpose. The records are kept by the Mailing List Manager on an encrypted personal computer to which no one else has access. No records are stored on line anywhere. You may ask to be removed from the mailing list at any time, and if you do we will remove all of the information about you that we hold.

Your data protection rights

Under data protection law, you have the right:

- to ask us for copies of the personal information we hold
- to ask us to rectify personal information you think is inaccurate and to ask us to complete information you think is incomplete.
- to ask us to erase your personal information in certain circumstances.
- to ask us to restrict the processing of your personal information in certain circumstances.
- to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

We will not share any of our records with any third party not connected with APS.

The accuracy and availability of your personal information is important to us. If you change any of the information we hold about you or find that it is inaccurate or out of date, or you would like a copy of the information, please email us either at apsmembership19@gmail.com or telephone 07780 513011

Cookies

Please note that the APS website does not use cookies or tracking software.

Contact Details

If you have any questions or complaints, or if you wish to exercise any of your rights under data protection law, please in the first instance contact:

- The APS Secretary at The Sherborne Studio Theatre, Marston Road, Sherborne, DT9 4BL. or email Secretary as per current website details.

The Amateur Players of Sherborne is a registered charity, no 1144869

A copy of this policy will be brought to the attention of all members and volunteers, and will be available upon request.

(Membermojo Annexes on following pages)

ANNEX 1 – Membermojo Statement on GDPR

General Data Protection Regulation (GDPR)

Membermojo (MMJ) provides online membership services for organisations.

In data protection terms MMJ is the data processor for APS member data, and APS is the data controller.

MMJ provides the tools and controls that help implement APS's GDPR compliant privacy policy for managing personal member data.

This includes:

- What personal data is stored - APS defines the personal data (membership form) that needs to be held.*
- Gaining consent - the form includes 'accept terms' fields that must be ticked before the form completes. MMJ stores the date that the application, and therefore the consent, was completed.*
- Where data is stored - all servers and backups are hosted in secure UK facilities.*
- How data is protected - MMJ provides security and access controls for APS member data.*
- How long data is kept for - APS defines how long personal data is retained and MMJ automates the deletion.*

MMJ also provides functions that assist members and administrators to exercise individual rights under GDPR.

- Right to access - members can sign in to view their own personal data.*
- Right to rectification - members can sign in and amend their own personal data.*
- Right to Erasure - administrators can securely delete personal data for members requesting their data be erased. Erasing a member will remove their member record and anonymise any activity, attendance and (optionally) payment records.*

ANNEX 2 – Membermojo Statement on Data Security

Security of APS Membership Data

Security and Member Privacy at Membermojo (MMJ)

Security and Privacy are considered at all stages of design and implementation. Some of the key points are listed here:

- *GDPR requires MMJ to validate and identify all third-party services that we may share your data with. (Sub Processors are listed within MMJ's Terms & Conditions).*
- *APS data is stored on servers in a modern, secure, purpose-built data centre in the UK.*
- *All changes are mirrored across backup servers in real time and hourly encrypted system backups are sent to a second secure data centre, also in the UK.*
- *All hosting companies are ISO27001 certified.*
- *Online payments are transferred directly from the member to the APS Stripe account. No account or card details touch MMJ systems.*
- *Our mailing list sends email to each member individually. A member receiving email cannot see other member addresses.*

Administrator access to your data is controlled by email and password from a verified browser. Selected members can be given read or write access to this data to avoid distributing or storing insecure copies.

APS member data belongs to APS. MMJ will never sell or trade any part of this with 3rd parties. (Details in MMJ Privacy Policy)

Technical Security

MMJ regularly reviews site security to ensure their servers are up to date and that they continue to follow industry best practice.

- *MMJ uses “Cloudflare” to provide best practice TLS encryption between an APS browser and our site.*
- *MMJ uses firewalls and two factor authentication where available to protect their servers and third-party services.*
- *Key forms are protected using the Google reCAPTCHA service.*
- *Passwords are never sent by email. Modern methods mean MMJ do not know any APS member's password.*
- *Passwords are one way encrypted using a modern multi-pass hash and unique salt before being stored.*

Password strength is measured using data from the “Have I been Pwned?” service.