



Nomads Musical Theatre Privacy Policy

Nomads Musical Theatre (previously Newbury Nomads) is a registered charity in the UK (registered number 299160). This privacy policy explains how we use any personal information we collect about you when you engage with us.

1. What information do we collect about you?

We may collect personal data from you (for example name, address, email address and telephone number) when you contact us by post, telephone, email or social media, when you audition for a show, when you sign up as a Member or Friend of Nomads, or when you volunteer for us (for example, as part of the backstage or front of house production team).

We may also collect personal data (for example, photographs and videos) when you take part in rehearsals, productions, events and promotional activity on behalf of Nomads.

Please note that all data captured is used and held in accordance with the requirements of the Data Protection Act 2018.

2. How is this information used?

The way we process the personal information you provide to us depends on how and why you are engaging with us. The table below summarises our legal basis for processing your data and how it is used in each instance:

Reason for collection	Legal basis for processing	How data is used
Submitting an enquiry to us	Legitimate interests	1. To respond to your enquiry.
Auditioning for a show	Legitimate interests	1. To contact you by email or telephone regarding your audition and the show you have auditioned for.
Becoming a Member or Friend of Nomads	Legitimate interests	1. To administer your membership. 2. To send you regular email newsletters updating you on the latest Nomads news, events and shows. 3. To send you details of opportunities and events that may be of interest to you, for example details of other local productions and performing opportunities.

Taking part in a show	Legitimate interests	1. To send you updates about rehearsals and general information about the show.
Volunteering for Nomads	Legitimate interests	1. To provide you with the necessary information to fulfil your role. 2. To send you regular email newsletters updating you on the latest Nomads news, events and shows.
Taking photos and videos for promotional activity	Legitimate interests	1. To include in show programmes and display boards 2. To use in promotional literature including but not limited to email campaigns, press adverts, social media campaigns, show reports/reviews, and on our website nomadsmusicaltheatre.co.uk. <i>Please note that you may object to the use of images of you, or ask to be excluded from promotional videos – please speak to a member of the committee to object.</i>

3. Who might we disclose your data to?

We may disclose your personal data to the director, assistant director, musical director, assistant musical director, choreographer, producer and production assistants of any show you are involved in, in order for them to contact you about the show. We may also disclose your personal data to Government bodies and law enforcement agencies (if required by law), and suppliers we engage to process the data on our behalf (this currently includes MailChimp, which we use to send our email newsletters, Dropbox, which we use to store our electronic files, and Gmail, which we use to send administrative emails). In the case of photos, we may share these with social media platforms and publications such as the Newbury Weekly News for promotional purposes.

4. Will your data be processed outside of the European Economic Area?

Given that the Internet is a global environment, using it to collect and process personal data necessarily involves the transmission of data on an international basis. This means, for instance, that data you pass to us may be processed outside the European Economic Area, although the data will always be held securely and in line with the requirements of UK data protection legislation. In particular, your data may be processed in the U.S. by MailChimp, Dropbox and Gmail. Suitable safeguards are in place in relation to these international transfers. Please email or write to us at the address below to obtain a copy of these safeguards.

5. How long will your personal data be stored for?

If you are a Member or Friend of Nomads, your personal data will be retained for a period of up to three years from the end of your last paying year, and we may contact you during this time to keep you updated with the latest Nomads news, events and shows, unless you ask us not to. We may ask you to voluntarily complete a Gift Aid form when you join as a Member or Friend of Nomads. Gift Aid forms will be retained for a period of seven years after your membership lapses, in line with statutory requirements.

If you audition for a show and decide not to take part, or if you submit an enquiry to us, your personal data will be deleted once final administrative communications have taken place, unless you ask to be updated regarding future shows and events.

If you volunteer for Nomads, your personal data will be retained for a period of up to three years from your last involvement with Nomads, and we may contact you during this time to keep you updated with the latest Nomads news, events and shows, unless you ask us not to.

Photos and videos taken for promotional activity will be retained indefinitely to maintain a visual record of past productions and events, and to be used for future promotional purposes. Please note that you may request any photos or videos of you be deleted – please speak to a member of the committee to request this.

6. Your data rights

You have the right to see what personal data we hold about you, to have your personal data deleted or corrected, and to object to data processing in the future. To obtain a copy of the personal information we hold about you, or to update the information we hold about you, please email or write to us at the address below.

Please note, in line with the requirements of Data Protection Act 2018, all subject access requests will be responded to without undue delay and in any event within one month of receipt of the request.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO), which is the UK's data protection authority. For further information about how to report a concern visit <https://ico.org.uk/concerns/>.

9. Other websites

Our website may contain links to other websites that are outside our control and are not covered by this privacy policy. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy, which may differ from ours.

11. Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 25 June 2018.

12. How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

Email: secretary@nomadsmusicaltheatre.co.uk

Registered address:
Nomads Musical Theatre
Oak Lodge, Sandy Lane
Curridge
Thatcham RG18 9DG