



# Privacy Policy for Members and Supporters of WMOS

**Winchester Musicals and Opera 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 often wish to remain in contact with the society and may wish to renew their membership at a future date.

## What personal information might we collect from you?

- Name
- Address
- E-mail address
- Telephone number
- Subscriptions and dates paid
- Standing order details
- Your photograph and biography (predominantly for Members rather than Supporters)

## How might we use your personal information?

- Communicating with you  
To send you newsletters, letters or emails to give you details of General Meetings, Shows, Rehearsals, Production Meetings, Socials and similar events that are likely to be of interest to you.
- Society publicity  
Your name (possibly with your photograph and biography) may appear in show Programmes and newsletters. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our Supporters.
- WMOS Committee  
Your information may also be shared with our committee members.

**These uses of your personal data are in the ‘Legitimate Interest’ of Winchester Musicals and Opera Society. We will not share your information with other third parties without your consent. We guarantee the use of reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, personal information of Members or Supporters.**

## What are your rights as a Member or Supporter of WMOS regarding your personal information?

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request (SAR). To do this, please write to us via email (address supplied 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.

Please also let us know if your information changes via email (address supplied below) as it is important that the personal information we hold about you is accurate and up to date in order for you to take part in WMOS activities.

## **What about the personal data of lapsed or “ex” Members?**

WMOS recognise that lapsed members often wish to remain in contact with the society and may wish to renew their membership at a future date. For this reason, we retain your personal data indefinitely on our secure database.

However, we guarantee the right to erasure. This means that you can 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. To request erasure, please write to us via email (address supplied below).

## **Changes to this Privacy 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 any manner different from that stated, we will seek your permission.

## **How to contact us:**

For any questions or concerns relating to this Privacy Policy or our data protection practices, to make a Subject Access Request (SAR), to let us know of changes to your personal data, or to request erasure please contact us via email: [secretary@wmos.org.uk](mailto:secretary@wmos.org.uk)

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