

## Privacy Policy

Witham Amateur Operatic Society (WAOS) treat the privacy of our members and friends very seriously. This policy describes what information we collect and how it is used and shared. It also tells you how you can view, correct and control the use of your data and how we keep it safe.

### What kinds of information do we collect?

The information we collect about you depends on how we know you:

- When you pay your membership fees we would like you to allow WAOS to claim gift aid tax relief on those payments then we collect your address and postcode
- If you express an interest in WAOS shows either by contacting us or by subscribing to our mailing list through our contact page we store your name and e-mail address
- If you buy tickets for WAOS shows then we collect sufficient information to be able to deliver your tickets. We also ask whether you would like to be contacted about future shows and store your response

### How do we use your data?

- **To claim gift aid tax relief:** since WAOS is a charity, we are able to claim gift aid tax relief on some of the money that is paid to us. If you have given us permission to do so, we use your name, address & post code to do this
- **To let you know about future WAOS shows:** if you have told us that you would like to hear about future WAOS shows, then we add you to our members mailing list.
- **To deliver your tickets:** we use the contact information collected when buying tickets to deliver those tickets to you
- **To let you know about future WAOS shows:** if you have told us that you would like to hear about future WAOS shows then we add you to our audience mailing list.

### Who do we share your data with?

WAOS take great care of your data and will not share with any one outside of our organisation except where necessary to deliver our services or to comply with the law.

- Our mailing lists are maintained by a company called MailChimp. MailChimp are based in the US and are committed to protecting their data via the EU-US Privacy Shield. You can view their privacy policy at <https://mailchimp.com/legal/privacy/>
- We pass on name, address and post codes of those people paying for WAOS! membership who have completed a gift aid form to the UK HMRC (the tax man). You can view their privacy policy at <https://www.gov.uk/help/privacy-policy>
- Our ticket sales are managed by a company called Positickets. Positickets are based in the UK and you can view their privacy policy at [http://www.positickets.co.uk/popup\\_privacy.php](http://www.positickets.co.uk/popup_privacy.php)

- Our committee share mailing list information using Dropbox. Dropbox are based in the US and are committed to protecting their data via the EU-US Privacy Shield. You can view their privacy policy at <https://www.dropbox.com/privacy>.

## How can you see, change or delete information about you?

WAOS are happy to answer any requests or concerns that you may have about your data.

- You can do the following at any time by contacting our Chairman, Stewart Adkins either by phone 01621 891143 or by e-mail [stadkins@btconnect.com](mailto:stadkins@btconnect.com)
  - See what data we have about you, if any
  - Change/correct any data we have about you
  - Have us delete any data we have about you
  - Express any concern you have about our use of your data
- You may unsubscribe at any time from one of our mailing lists either by contacting us or by using the unsubscribe link in the footer of the e-mail.

## How do we keep your data safe?

WAOS are very careful to protect your information.

- WAOS committee and production team members may have e-mail lists for members in their own personal systems or shared through Dropbox during the activity. These are all deleted at the end of the activity
- WAOS members and audience e-mail mailing list data is only accessible to certain WAOS committee members through MailChimp and each of those members has their own username and strong password
- Ticket orders received on paper or by e-mail are shredded or deleted once the ticket order has been processed and contact information copied to the appropriate mailing list (if requested)
- Ticket orders received through Positickets are kept indefinitely but are only accessible to certain WAOS committee members, each of whom has their own username and strong password
- The WAOS postal mailing list is managed by one committee member and is not shared
- WAOS do not collect credit/debit card data. All online ticket purchases are made via recognised third parties such as PayPal, Visa and MasterCard
- Gift Aid forms are retained by one committee member.

## How will we notify you about changes to this policy?

WAOS may amend this policy from time to time. We will notify our members mailing list when making any significant changes to this policy and give members the opportunity to review and comment on the revised policy before continuing to use our services. The up-to-date version of this policy will always be available on this web page.