

# Limelight Performers – Data Protection Policy

The General Data Protection Regulation replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations. The information you provide will be held under the General Data Protection Regulation (GDPR) 2018. We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely. Our aim is to be as clear as possible about how and why we use information you give us. If your questions are not fully answered by the information below, please contact us at [info@limelightperformers.co.uk](mailto:info@limelightperformers.co.uk)

By providing your personal details at any point you agree to allow Limelight Performers to contact you either on the basis of the consents you have given us or for our Legitimate Interests in accordance with current data protection regulations. We do not share your data with any Third Parties.

## **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

## **How the law protects you**

Data protection laws state that we are only able to process personal data if we have valid reasons to do so. The basis for processing your personal data includes, but is not limited to, your consent, performance of a contract, to enable billing and remittance, and to contact you for customer service purposes.

## **How do we collect personal data from you?**

We collect data directly from our members when they join or apply to join the company as a performer or friend. We also gather additional data when members and non-members audition for a production.

We also collect data related to the sale of products. These are primarily tickets for our productions.

We also may receive information about you from you when you use our website, complete forms on our website, if you contact us by phone, email or otherwise in respect of any of our products and services or during the purchasing of any such product.

In addition, Wix our website host, collects Cookies when you access the site. For details of these and the Wix Privacy Policy see Cookies and Wix

(<https://support.wix.com/en/article/cookies-and-your-wix-site>) and the Wix privacy policy

(<https://www.wix.com/about/privacy>)

## **What personal data does Limelight Performers collect?**

The data we routinely collect includes names, addresses, email addresses and telephone numbers.

See above for details of indirectly collected data, such as Cookies.

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## What is this personal data used for?

We use members' data for administration during productions; the communication of information; and the organisation of events. The data gathered during auditions is held solely by the production team (including but not limited to the director and any appropriate support). The data gathered from the sale of products is used to provide the products purchased. It may also be used to inform users of upcoming productions and events.

## How do we process your personal data?

Limelight Performers complies with its obligations under the GDPR by

- keeping personal data up to date\*;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data.

*\* Keeping us up to date with your details and contact preferences*

*Please tell us as soon as any of your contact details change so that we can keep our records up to date. You can change the way we contact you or the kind of material we send you at any time.*

## How is your data stored?

This information may be stored in digital format on password protected computers and in the form of written application forms securely stored by the company. Names and Email addresses are stored in Limelight Performers email accounts. Telephone numbers may also be stored in the Production Manager, Director and other associated member's Mobile Phone for communications during the periods of rehearsals and production.

## Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. Limelight Performers team ensures that the organisation discharges its obligations under the GDPR.

## How long we keep your data for, and why?

We normally keep members' data until they request to be removed from the mailing list. Data collected during an audition or rehearsal for the purposes of that production will be destroyed once the production is complete.

## Viewing the Information we hold about you

You may request details of all the information Limelight Performers holds about you by submitting a written request by email to [info@limelightperformers.co.uk](mailto:info@limelightperformers.co.uk)

## Who sees your information?

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Your personal data will be treated as strictly confidential and will only be shared with other members of the production team for purposes connected with the production. Information related to purchases will be treated as strictly confidential and will only be used by members of the team for purposes connected with the sale of tickets etc

## Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to be informed about the identity of Limelight Performers and how Limelight Performers intend to use your information
- The right of access to your personal data which Limelight Performers hold about you.
- The right to be forgotten (erasure) - to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time.
- The right to rectification (correction) - to request that Limelight Performers corrects any personal data if it is found to be inaccurate or out of date.
- The right to data portability - request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- The right to lodge a complaint with the Information Commissioners Office.

## Liability

We agree to take reasonable measures to protect your data in accordance with applicable laws.

## Data Breaches

In the event of a data breach, we shall ensure that our obligations under applicable data protection laws are complied with where necessary.

## Contact us

Please e-mail any questions or comments you have about privacy to us at [info@limelightperformers.co.uk](mailto:info@limelightperformers.co.uk)

## Your right to make a complaint

You have the right to make a complaint about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

## Limelight Performers – Data Protection Policy

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113