

Stevenage Lytton Players

Data Privacy and Control Policy



Document Title:	SLP Data Privacy and Control Policy
Authored by:	SLP Trustees
Issue Number:	1
Issue Date:	7 December 2025
Review Date:	December 2026

1. Purpose and Scope

- 1.1. Stevenage Lytton Players ("the CIO") is committed to protecting the privacy, security and rights of all members, volunteers, participants, audiences and supporters. This policy sets out how we collect, store, use and share personal data in compliance with the UK GDPR and the Data Protection Act 2018.
- 1.2. This policy applies to all trustees, committee members, volunteers and anyone handling personal data on behalf of the CIO.

2. Principles

- 2.1. We follow the UK GDPR principles of good data processing:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

3. Data We Collect

- 3.1. We may process:

- Contact information (name, phone, email, address)
- Membership data and payment records
- Volunteer information
- Health or accessibility data where necessary (e.g. relevant medical info for youth members, emergency contacts)
- Audition, casting or performance suitability notes
- Photos or media (where consent is given)

4. How We Use Data

4.1. Personal data will only be used for legitimate activities of the CIO, including (but not limited to):

- Managing membership and participation
- Communicating important organisational information
- Coordinating events, rehearsals and productions
- Meeting legal obligations (e.g. safeguarding, insurance, HMRC requirements)
- Marketing our events (only with consent)

5. Lawful Basis

5.1. We rely on:

- Contract (membership management)
- Legal obligation (e.g. safeguarding records)
- Legitimate interests (core operational communications)
- Consent (marketing, photos)

6. Data Sharing

6.1. Personal data will only be shared when necessary, such as:

- With third-party service providers (e.g. MailChimp)
- When legally required (e.g. safeguarding authorities)

6.2. We do not sell personal data.

7. Data Retention

7.1. We retain personal data only as long as necessary for the purpose collected, and in line with legal, insurance or safeguarding requirements. Outdated data will be securely deleted or anonymised.

8. Rights of Individuals

8.1. Individuals have the right to access, correct, restrict, erase or object to processing of their personal data, and may withdraw consent at any time.

9. Data Security

9.1. We take all reasonable steps to secure personal data, including password protection, limited access, and use of secure systems.

10. Accountability

10.1. The Trustees are responsible for this policy and for ensuring compliance.

11. Reviewing This Policy

11.1. The Trustees will review this policy at least annually or earlier if:

- legal or regulatory changes occur,

- related policies are updated, or
- an incident highlights the need for revisions.

11.2. Feedback from members may be considered when updating the policy.

Approved by the Trustees of the Stevenage Lytton Players

7 December 2025

Signatories:

I have read, understood and agree to comply with this policy.