



# Privacy Policy:

## Kinver Light Operatic Society

At **Kinver Light Operatic Society**, we are committed to protecting the privacy of our members, volunteers, and performers. We collect only the data we need to run our productions and celebrate your contributions to the arts.

### 1. What Information We Collect

We collect and store the following information provided via your membership application:

- **Personal Details:** Name, address, email, and phone number.
- **Emergency Contact:** Name and number of a person to contact in case of an accident during rehearsals or performances.
- **NODA Records:** We track your "Length of Service" to ensure you are recognised for NODA Long Service Awards.
- **Visual Media:** Headshots and production photos taken for use in show programs, marketing, and our archives.
- **Financials:** Records of membership subscriptions or show fees paid (we do not store credit card numbers).

### 2. How We Use Your Data

We use your information for "Legitimate Interests"—basically, the stuff we need to do to run the society:

- **Communication:** Sending newsletters, rehearsal schedules, and AGM notices.
- **Show Programs:** Printing your headshot and name in our programs and promotional materials.
- **Awards:** Managing your NODA service history so you get the medals you've earned!
- **Safety:** Ensuring we can contact someone if you are injured during a show.

### 3. Sharing Your Information

We don't sell your data to third parties. We only share it when necessary for the "biz":

- **NODA:** We share your name and service length with the National Operatic and Dramatic Association for award verification.
- **Printers/Designers:** We share headshots and names with our program designers and printers.

- **The Public:** Your name and likeness will appear in programs and on our social media/website for publicity purposes.

#### 4. How Long We Keep It

- **Active Membership:** We keep your full records as long as you are a member.
- **Lapsed Members:** If you leave, we retain your name and NODA service history indefinitely so we can pick up where you left off if you return. Contact details are deleted after **2 years** of inactivity.
- **Archives:** Production photos and programs are kept permanently as a historical record of the society.

#### 5. Your Rights

You have the "leading role" when it comes to your data. You can:

- **Request a copy** of the data we hold on you.
- **Correct** any errors (like a misspelled name in the program).
- **Withdraw consent** for specific uses (e.g., asking us not to use your photo on social media).
- **Request deletion** of your records (provided it doesn't conflict with our legal or insurance obligations).

#### 6. Contact Us

If you have questions or want to update your info, please contact our **Secretary** at [secretary@klos.co.uk](mailto:secretary@klos.co.uk).