

THE SOCIETY OF TEACHERS OF SPEECH & DRAMA



GENERAL DATA PROTECTION REGULATION **PRIVACY POLICY**

OUR DATA PROMISE

The Society of Teachers of Speech & Drama is committed to protecting your privacy and data. We will use the information that we collect about you in accordance with the General Data Protection Regulation 2018 and the Privacy and Electronic Communications Regulations 2003.

WHO WE ARE

The Society of Teachers of Speech & Drama is a Company Limited under Guarantee. Our income comes from membership subscriptions, items for sale and revenue raised at Conferences and Professional Development Days.

This privacy policy sets out the ways in which we use your data and how you can hold us accountable for that information.

WHAT INFORMATION WE COLLECT

The information we hold on you is

- Your name and/or Professional name
- Your postal address
- Your telephone contact number[s]
- Your email address and Web site.
- Your qualifications and availability for Find a Teacher (Teaching privately)
- Details for adjudicator membership
- Membership type and subscription – Bankers Order – reminder dates
- Specialisms.

HOW WE USE YOUR DATA

We use your data to send you copies of the Society Newsletter and the journal "Word Matters" and any other information that we think may be of interest or importance to you regarding the Society's activities or other events.

THIRD PARTIES

We will not share any of your details with any other third party, unless required to do so by law.

GIVING YOU CONTROL

If you do not wish to receive information from the Society as outlined in 'HOW WE USE YOUR DATA' above, you have the option to inform us of that fact at any time and we will ensure that you are removed from our mailing list.

Any request that you make regarding variance, deletion or access to your data will be dealt within one calendar month.

HOW WE KEEP YOUR DATA SAFE

Your personal data will be held in an encrypted format where possible and access is restricted to the relevant Officers of the Society only. It is held in the UK and the processes are EU compliant.

Editors of the journal and Newsletter will hold your data for the purpose of posting or emailing the publications. The Data Manager will deal with placing members on the Finding a Teacher or Adjudicator. When we appoint a Web Site Manager they will have access to membership details in order to ensure that anything placed on the Web Site is correct.

We may need to disclose your details if required to the police, HMRC, regulatory bodies or legal advisors.

SENSITIVE INFORMATION

We will hold no personal sensitive information (e.g. ethnic origin, marital status, employment status).

CHANGES TO THIS POLICY

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website and/or by contacting you directly.

YOUR RIGHTS

You have the following rights related to your personal data:

- the right to request a copy of personal information held about you
- the right to request that inaccuracies be corrected
- the right to request us to stop processing your personal data
- the right to lodge a complaint with the Information Commissioner's Office or Fundraising Regulator.

CONTACT US

Please contact us if you have any questions about Your Data Promise or wish to be removed from any communications:

- Email us on: ann.k.jones@outlook.com The General Secretary of The Society.
- Write to us at 73 Berry Hill Road, Mansfield, Notts. NG18 4RU