

# Julian Light Operatic Society

## Privacy Policy for Members and Supporters of the Society

### Introduction

Julian Light Operatic Society is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Member, Patron or Supporter of the Society. Members pay a membership fee, patrons make donations and supporters are individuals who are involved in supporting the activities of the Society. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters also include lapsed members, as such members normally wish to remain in contact with the society and may wish to renew their membership at a future date. Supporters may also include those who have attended our shows or functions and in the past provided contacts details so that they can be advised about forthcoming shows, concerts or other events organised by JLOS.

### The personal information we collect from you

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions (if due) and dates paid; and for audience, shows or function attended. For Members, we may also take your photograph and ask you for your biography.

### How we use information

We will use your information to send communications (for example, newsletters, letters or emails) giving details of General Meetings, Shows, Rehearsals, Production Meetings and similar events that are likely to be of interest to you. Members' and sponsors' name, and possibly photographs and biographies, may appear in our show Programmes and communications. Your information may also be shared with our committee members (who are our Society's Trustees). This use is in our 'Legitimate Interest'. You will be aware that our show programmes are public documents and that our general information and notices are shared amongst our membership and with our supporters. We have not and will not share any personal information with other organisations or third parties.

### Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

### Your rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date.

We will keep your information indefinitely after you remain an active member or supporter of JLOS. We keep your information because you may resume your connection with JLOS and take part again in our activities. However, you may ask us to remove your personal information from our records at any time and we will do so and stop sending you any further communications.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below or email. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

### How to contact us

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

By Phone to the Secretary: **0844 880 1852**

By email: [inform@julianoperatic.org](mailto:inform@julianoperatic.org)

By post to: **JLOS Secretary, 12 Sovereign Close, Ealing, London W5 1DE**

**Dated: 25th May 2018**

## JULIAN LIGHT OPERATIC SOCIETY

Affiliated to Ealing Arts and NODA  
Registered Charity No 1103764

Chairman: Edwin Owen, 19 Park Gate, Mount Avenue, Ealing, London W5 1PX  
Hon Secretary: Mrs Debbie Edwards, 12 Sovereign Close, Ealing, London W5 1DE.  
[www.julianoperatic.org](http://www.julianoperatic.org)

Tel: 0844 880 1852; email [inform@julianoperatic.org](mailto:inform@julianoperatic.org)  
Calls to 0844 880 1852 will cost 7p per minute plus your telephone company's access charge – emails are free