

# **Barns Green Players – Committee**

## Data privacy policy

This documents covers Barns Green Players management committee data protection policy we view personal data security as very important. We do not automatically obtain data from anyone accessing our web-site but our website does use cookies.

The PHP scripting language which drives our website maintains a session ID cookie in order that it knows which user it is dealing with. Without the cookie, the functionality of the site is impaired. Notably, members will not be able to login.

By using and browsing the BGP website, you consent to cookies being used in accordance with this policy. If you do not consent, simply disable cookies on your browser or refrain from using the site.

The Players web-site is primarily a source of download information for customers who are interested in our events and shows. It also provides authenticated users with access to our Players membership area. The site can be used by anyone to view what the society has done and is planning to do. The only access to any of the data is via authentication (Username and Password) and this is covered in more detail later.

All data protection issues are currently dealt with by the secretary who can be contacted at [secretary@barnsgreenplayers.co.uk](mailto:secretary@barnsgreenplayers.co.uk). To meet with GDPR requirements, our secretary is the Data Controller.

All held data is treated as highly confidential and is never passed to anyone outside of those authorised to handle it.

Booking data is retained for 24 months from the date of the actual booking and it held in email format. Once 24 months has been reached, the data is discarded. We do not hold any data in databases.

When a booking is confirmed, an email confirmation is sent from the booking secretary which includes the personal data collected. Email retention is for five years beyond the date of the booking the email mailbox is password protected.

For any queries relating to data held or processed by the Barns Green Players, please contact the Chairman at [chairman@barnsgreenplayers.co.uk](mailto:chairman@barnsgreenplayers.co.uk).

You can also complain directly to the Supervisory Authority – The Information Commissioners Office. Their address is Wycliffe House, Water Lane, WILMSLOW, Cheshire, SK9 5AF; Tel: 03031231113 (local rate) or 01625 545745 (national number).