



SCOTTISH
SOCIETY OF
PLAYWRIGHTS

GENERAL DATA PROTECTION REGULATION

PRIVACY POLICY

Who We Are

The **Scottish Society of Playwrights** (SSP) is a membership organisation representing the interests of professional playwrights in Scotland. We are affiliated with the Scottish Trades Union Congress.

We are committed to protecting your personal information and being transparent about the information we hold about you.

The purpose of this Privacy Policy is to give you a clear explanation about how we collect and use the information we collect from you directly.

We use your information in accordance with all applicable laws concerning the protection of your personal information, particularly the provisions of the General Data Protection Regulation in force as at 25 May 2018.

Legal Basis

We use our legitimate organisational interest as the legal basis for communications by post and email. You may request to be removed from our contact lists at any time by contacting us using the contact details at the end of the Policy.

This Policy explains:

- What information we may collect about you
- How we may use that information
- How we keep your personal information secure, how we maintain it, how long we keep it for and your rights to be able to access it.

Information Collection

When you fill in a membership form to join or renew membership of SSP, we store details of your name, postal address, email address, telephone number (if given) subscription renewal date and membership card despatch date.

Use of Your Information

We collect and process members' personal information solely for purposes that are in the interests of our members ie to maintain an up-to-date, accurate database of members and to inform them of meetings, organise annual membership renewal, and disseminate information and news on issues that are of relevance to playwriting in Scotland.

In all of the above cases we will always keep your rights and interests at the forefront to ensure that they are not over-ridden by any organisational interests. You have the right to object to any of this processing at any time. If you wish to do this, please use the contact details at the end of this policy.

Third Party use of your information

The information we hold about you is not shared with any third parties for any purpose whatsoever.

Financial Information

We do not store any financial information about you.

Maintaining Your Personal Information

We will store your personal information on a 'Current Membership' list on an online spreadsheet, which is accessible only to members of the SSP Council. This information will be maintained on an ongoing basis to ensure it is up-to-date and accurate.

Where members have not renewed their membership, data will be transferred to and retained in a 'Dormant Membership' file six months after renewal date (31st July). This will enable accurate historical records of the Society to be maintained, and will facilitate membership renewal at any future date.

If there are aspects of your record that are inaccurate or that you would like to remove, in whole or in part, please use the contact details at the end of this policy.

Security of your Personal Information

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible.

We will not transfer, process or store your data anywhere that is outside of the European Economic Area.

Your Rights to your Personal Information

You have a right to request a copy of the personal information we hold about you, and to have any inaccuracies in this data corrected.

You have the right to request that the personal information we hold about you, in whole or in part, is deleted at any time.

Please use the contact details at the end of this policy if you would like to exercise this right.

You are also entitled to complain to the ICO (Information Commissioner's Office) if you believe that there is a problem with SSP's handling of your data.

Contact Details and Further Information

Please get in touch with us if you have any questions about any aspect of this privacy policy, and in particular if you would like to object to any processing of your personal information that we carry out for our legitimate organisational interests, using the contact details below:

Email: scottishsocietyofplaywrights@gmail.com