

Radius – the Religious Drama Society of Great Britain

(Registered Charity No: 214943)

DATA PROTECTION NOTICE

At Radius, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information, including information about people who visit our website and other online platforms, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to info@radiusdrama.org.uk or by writing to the Radius membership secretary, c/o 4 Carpenter Avenue, Llandudno, LL30 1YW

Who are we?

The **Data Controller** is Radius, and decides how your personal data is processed and for what purposes.

Radius is the Religious Drama Society of Great Britain, registered charity no 214943.

Radius welcomes those seeking to explore spiritual, social and ethical themes through drama. As a forum for discussion it encourages a relationship between theatre and faith within contemporary culture and promotes plays that throw light on the human condition. It offers scripts for performance, an assessment service for new plays, a series of study guides, a magazine and a programme of workshops.

How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us to purchase something through the shop, to make a donation, or to make an enquiry.

We also obtain information when you subscribe to our YouTube channel, join us on Facebook, Twitter and/or when you post a message to any of our platforms.

If you have an additional relationship with Radius, for instance as a member, volunteer, employee or contractor, Radius will ask for and process the personal information needed to meet the functions associated with this.

What type of information is collected?

When you use our web platforms some personal data including IP addresses, usernames and page visits will be automatically collected.

If you communicate with us via our web platforms we may ask for your personal contact details so that we can reply.

At the current time, the web platforms we have are

- **The Radius website** – www.radiusdrama.org.uk
- **The Radius YouTube channel** - https://www.youtube.com/channel/UC4WwTck_NNMZikLL6AG6UPA
- **The Radius Facebook page** - <https://en-gb.facebook.com/RadiusDramaSociety/>
- **The Radius Twitter account** - <https://twitter.com/RadiusDrama>

If you contact us directly, the information we keep may also include email correspondence, including any attachments, documents and images you send us.

If you make a donation online or purchase a product from us, your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions

If you are a member, volunteer or have another relationship with Radius we will ask for and process the personal information necessary to meet the requirements of that relationship. Depending on the relationship this may include information to meet our own legal obligations. For instance if you are a volunteer Council member we will process and share your personal information with the Charity Commission in order to meet our legal obligations as a Charity.

How is your information used?

We may use personal data for the following purposes: -

- To administer membership records;
- To send out the Radius magazine, the newsletter, and occasional information that may be of interest to members including news, events, activities and services;
- To fundraise;
- To manage our volunteers, trustees and any other parties that Radius employs or contracts to carry out work on its behalf;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To process orders that you submit via our website;
- To deal with entries to a competition;
- To deal with submissions to our script assessment service;
- To seek your views or comments on the services we provide;

Radius complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The legal bases used by Radius to process your personal data are:

- **Contractual** – where we need to process your personal information in order to provide an agreed service, e.g to send the magazine to you as a member
- **Legal** – where we need to process your personal data to meet our legal obligations, eg to the Charity Commission or HMRC to process gift aid donations
- **Legitimate Interest** – for example, when we include marketing information about courses that might interest you with the magazine
- **Consent** – where you have told us that we can keep you informed about news, events, activities and services and process your gift aid donation
- **Charity or not-for-profit bodies** - Processing is carried out by Radius, which is a not-for-profit body, in accordance with its charitable aims, provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with its purposes); and
 - there is no disclosure to a third party without consent.
- **Processing relates to personal data manifestly made public by you**

Who has access to your data?

Your personal data will be treated as strictly confidential and will only be seen by necessary volunteers appointed by Radius to carry out a service to you or to other Radius members or for purposes connected with Radius.

We will only share your data with third parties outside of Radius with your consent. We do not sell or rent your information to third parties.

We may also share your information outside the organisation where we are obliged to do so to meet our legal obligations in regard to your relationship with Radius.

How long will we keep your information for?

We will keep your information for as long as is necessary for us to fulfil the purposes that we describe in this policy. As a general rule we will keep information about members of Radius, and users of Radius online platforms for the duration of their association with that platform.

If a member ceases to be a member their record is archived for historical reference, but it is not processed again unless that former member rejoins Radius.

As part of our charitable work documenting the history of religious drama in the UK we also keep archival records of interest to researchers, which includes information about past and deceased members. Please contact us if you have any concerns about this.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Radius holds about you;
- The right to request that Radius corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Radius to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

Use of 'cookies'

Like many other websites, the Radius website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

For more information, please see our cookie policy at:
<http://www.radiusdrama.org.uk/cookies-privacy/sitemaker-cookies.html>

Third Party Processing

Whenever you make a payment through the Radius website, your details are handled by a third party payment processor that specialises in the secure online capture and procession of credit/debit card transactions.

Interacting via any of our online platforms may result in your data being processed by a third party organisation responsible for that platform, such as Google, Paypal, YouTube, Facebook or Sitemaker Ltd. Many of these organisations store data outside of the EU and we would encourage you to read their privacy policies for further details of how they store and process your information.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on any other websites you visit as we are not responsible for their privacy policies and practices.

Children

We are concerned to protect the privacy of children. If you are aged 13 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing

the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to any new processing.

Contact Details

- To exercise all relevant rights, queries or complaints please in the first instance contact the Radius membership secretary, c/o 4 Carpenter Avenue, Llanduno, LL30 1YW or via email info@radiusdrama.org.uk
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in May 2018