



# The Melton Musical Theatre Company's Privacy Policy

## Who We Are

The Melton Musical Theatre Company (TMMTC) is committed to providing the best experience for all, whether you are a visitor to our website or a member of TMMTC. We are dedicated to protecting your privacy and ensuring your data is handled responsibly. We do not sell, rent, or trade email lists with other companies or businesses.

The TMMTC website has a dedicated [Privacy Policy](#).

This Privacy Notice explains when and why we collect personal information, how we use it, the limited circumstances under which we may disclose it to others, and how we keep it secure. Please take a moment to review this information carefully.

## What Data Do We Collect?

**TMMTC collects the following types of data:**

- **Mailing List Subscribers:** Name and email address, used solely to provide information about TMMTC productions and opportunities.
- **Members:** We will keep records of any data you supply when you become a member of the Company including your name and email address. This data is securely stored in our Membership database and secure email marketing platform. It is shared only with individuals responsible for coordinating member or cast related activities.
- **Photographs:** For historical records, promotion and marketing, or community engagement.
- **Cast Members:** Information provided on the Cast Member Form, this includes contact and emergency contact information to use during the rehearsal period and explicit permission for media use (photos/videos). Data is securely stored in our Membership database and shared only with individuals responsible for coordinating production activities.

## How Do We Collect Your Data?

**We collect data directly from you when you:**

- Subscribe to our mailing list via the website or an 'opt-in' sign-up form.
- Send a direct email enquiry or enquiry via the Company website.
- Register as a cast member for a production via the Cast Member Form.



## How Will We Use Your Data?

**TMMTC collects and processes your data for the following purposes:**

- To manage mailing list subscriptions and send updates about TMMTC productions, activities or opportunities related to our productions.
- To process membership and provide updates on member-related activities.
- To organise production-related activities for cast members.

### Media Use

- Photos and videos of members and cast may be used for promotional purposes, including social media, websites, and printed materials.
- For photographs taken prior to the implementation of GDPR on May 25, 2018, it is understood that individuals participating in Company activities at the time were generally aware that photographs would be taken for archival and promotional purposes.
- **Ongoing Consent:** For photographs taken from 2019 our standard practice is to obtain explicit consent for the use of images from all cast members.
- **Under 18s:** For photographs of individuals under the age of 18, parental or guardian consent is obtained where practically possible, especially for new photos. For very old archival photos, this may not have been possible.
- Permissions for media use are explicitly collected on Cast Member Forms. You may update or withdraw your consent at any time and we will do our best to accommodate requests on the website and in promotional materials moving forward. You can do this by contacting us at [tmmtcsec@gmail.com](mailto:tmmtcsec@gmail.com)

## How Do We Store Your Data?

TMMTC employs robust security measures to protect your data and comply with applicable data protection laws. While we strive to ensure the safety of your information, please note that no method of data transmission over the internet is entirely secure.

**In the event of a data breach**, you will be notified in a timely manner.

### Data Retention Policies:

- **Mailing List Subscribers:** Data will be retained indefinitely unless you unsubscribe, at which point your data will be deleted within one month of your request.
- **Members:** Contact data including your name and email address will be retained on our 'member list' on email platform for the duration of your paid membership. Once your membership expires you will no longer receive member communications but will remain subscribed to our Subscriber mailing list to hear about future productions. You may unsubscribe from these communication's at any time.



- **Lifetime Members:** Data will be retained for **five** years. After this period, we will contact you to confirm and update your details. If no response is received, your data will be deleted within one month of the notification deadline.
- **Cast Members:** Cast data will be retained for the duration of the rehearsal period and performance. After the production ends, all show-related data - except data required for membership - your preferred name, email address, and role in the production (stored for historical records) - will be deleted within one week.

## Mailing List Opt-Out

You can unsubscribe from our mailing list at any time by clicking the 'unsubscribe' or emailing [tmmtcsec@gmail.com](mailto:tmmtcsec@gmail.com). Your data will be removed within **one month** of your request. If you are a members you will no longer receive member communications.

## Your Data Protection Rights

As a data subject, you have the following rights under data protection law:

- **Right to Access:** You can request copies of your personal data. A small fee may be charged for this service.
- **Right to Rectification:** You can request corrections to inaccurate or incomplete data.
- **Right to Erasure:** You can request that we delete your personal data under certain conditions.
- **Right to Restrict Processing:** You can request that we limit the use of your personal data under certain conditions.
- **Right to Object to Processing:** You can object to how we process your personal data under certain conditions.
- **Right to Data Portability:** You can request that we transfer your data to another organisation or directly to you under certain conditions.

To exercise any of these rights, please email us at [tmmtcsec@gmail.com](mailto:tmmtcsec@gmail.com). We aim to respond to all requests within one month.

**This Privacy Notice was last updated on 4th August 2025**

## How to Contact Us

If you have any questions about this Privacy Policy, the data we hold, or your rights, please contact us:

**Email:** [tmmtcsec@gmail.com](mailto:tmmtcsec@gmail.com)