



Wick Players

Moray Street Drama Centre, 14/14a Moray Street, Wick, Caithness, KW1 5QF
A Company Limited by Guarantee Registered in Scotland: SC258114
Registered Scottish Charity No: SC019009

Policy

Policy No. POL23

Please take note that where the words “we”, “us” or “directors” are stated, this refers to the board of directors of Wick Players who oversee the successful running of the club.

The board of directors of Wick Players has adopted this policy and each member is expected to support and to comply with it.

Privacy Policy

Wick Players is committed to a policy on people’s privacy, to comply with current legislation.

This policy should be read alongside Wick Players policies which fall under the Safeguarding umbrella.

Wick Players takes your privacy seriously and is committed to ensuring that all personal data we hold is kept safely and securely. This policy outlines how Wick Players uses the information you provide to us and how you can update or remove the personal data that we hold about you.

- The Data We Collect

When you use our website, we collect the personal information that you provide to us through our enquiry form, for example, your name, contact number and email address.

When you use our services, we collect the personal information set out on our forms, for example, your name, contact number, email address, emergency contact details, health and wellbeing information and details relating to the PVG scheme and any work you might have conducted with young people.

- How the Data is Used and Why We Need It

We will only ever use your information for the purpose for which it has been given to us, and process personal information in pursuit of our legitimate interests to:

- Provide our services
- Respond to enquiries
- Provide you with news and updates about the activity of the club, opportunities to get involved, training, general meetings or other events
- Fundraise and promote the interests of the club
- Manage our volunteers
- Fulfil our legal obligations as a charity
- For any other purpose we make clear to users when details are provided

We are also under a legal obligation to process certain personal information relating to our members for the purposes of complying with The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our members can undertake regulated work with children and vulnerable adults.

We will publish your name on programmes prepared for shows and may use your image in photographs taken during rehearsal and performance for the purposes of promoting our work (please refer to POL06, Policy on the Act of Photography).

Wick Players also use various sites and organisations to fulfil our duties as a club. The three main sites we use are Gmail by Google, MemberMojo for co-ordinating club membership and OneDrive for digital storage. For more information on any other sites we might use, please contact us.

- How We Protect Your Personal Information

We are committed to ensuring that your information is secure. We have physical, electronic and organisational policies in place to protect and secure the information we collect to prevent unauthorised access.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

Our website contains links to other websites that we think may be of interest to you. We have no control or responsibility over the privacy of these external sites and encourage you to read each site’s individual privacy notices.

We only keep personal data for as long as is required for the organisation’s purposes. Any individual can request their data to be removed at any time and this will be done in line with these organisational and legal obligations.

- Who to Contact

You are entitled to view, amend, or delete the personal information that we hold about you at any time and can do so by contacting our Safeguarding Officer. If you have any questions or concerns regarding any of our safeguarding policies, please get in touch.

The Information Commissioner’s Office oversees data protection law and if you are dissatisfied, you have a right to raise a complaint with them at www.ico.org.uk.

Wick Players will ensure that all directors are aware of this policy.

Wick Players undertake to make a copy of this policy and the code of practice available to all members.

This policy was approved and adopted by the board of directors of Wick Players.	
Date	18/02/2025
Name of Individual (On Behalf of the Board of Directors)	Mr Jayden Alexander
Position Within Company	Company Secretary
Signature	