

# Comic Sans Script Privacy Policy

This policy states how CSS will endeavour to treat the personal data of:

- **Members** (inc. ex-Members) – The people who are members of CSS as defined by the Constitution. For the purposes of this policy this also includes ex-Members – i.e. ex-members are still entitled to have their data protected as if they were still a member.
- **Fans** - The term for non-members who have given their contact details to be notified about CSS events/information

The data we hold is:

- **[Fans] Contact Details for Email Marketing** – for potential Audience/Attendees – came from email sign-ups on website or in person from physical sign-up sheet. Not shared outside of the group, handled within the 'MailChimp' system which seems to have decent GDPR compliance tools – see MailChimp T&Cs if you want more info.
- **[Fans/members] Misc Enquiries** – received via email, some will contain personal data / issues, these are held within our private email and will only be shared with certain relevant members of the group (and not shared with anyone outside of the group without permission).
- **[Members] Member Details** – Names, contact details (email, phone), etc. received from members, will be held in a access controlled area (currently a locked down area on the CSS portion of Google Drive). The CSS Google Drive is only accessible to CSS members, and the full members' contact details list is locked down further to just the group admins.
- **[Members] Show Videos/Photos** – contains images/video of group members performing improvised comedy. Will be held in a CSS-only secure storage location (currently held on Google Drive).

In general, all personal data cannot be shared outside CSS channels (i.e. those with only CSS members) without permission from the data subject.

Aspect	FANs' Contact List	MEMBER of Group
<b>Collection of Data</b> - The collection and use of your personal data	Basic contact details (name, email) are used to inform you about events of relevance to the group	We collect data to enable us to contact you to about events/issue and group administration
<b>Access</b> – How to access your personal data and supplementary information	Send a request to the SAR contact details below	
<b>Rectification</b> – How to have inaccurate personal data rectified, or completed if it is incomplete	Send a request to the SAR contact details below	

<b>Aspect</b>	<b>FANs' Contact List</b>	<b>MEMBER of Group</b>
<b>Erasure</b> – How to request erasure of your contact details	Send a request to the SAR contact details below – or for the MailChimp email list click 'unsubscribe' or 'remove from list' or similar	Contact details of ex-Members are periodically deleted. To force a removal send a request to the SAR contact details below.  Be aware that if your image has been used as part of publicity or show recordings they might not be removed (as it prevents the group record/archive) – except in exceptional circumstances (e.g. significant moral objection, significant embarrassment, etc.)
<b>Processing</b> – How processing is restricted	We only email you with relevant group stuff. We do not pass on personal information to any other party	We use your contact details for group admin. We do not pass on your details. We aim to keep your contact details and any personal data 'within' closed CSS groups (e.g. Facebook, Google, etc.). Members are required to respect this by not passing data into open/public channels  Whilst workshops and 'safe' spaces (so recording is prohibited), be aware that certain public shows are recorded and this will contain representations of your image if you are in the show.
<b>Data Portability</b> – How you to obtain and reuse your personal data for your own purposes across different services	Send a request to the SAR contact details below for a copy of your data	
<b>Object</b> – How to object to processing in certain circumstances	Send a request to the SAR contact details below	
<b>Automated Decision Making</b>	There is no automated decision making made as part of our business (see MailChimp's privacy policy in case they do any)	There is no automated decision making made as part of our business
<b>Withdraw Consent</b> – How to withdraw consent (at any time)	Send a request to the SAR contact details below	
<b>Complaints</b> – How to complain	Send any complaints/concerns to the SAR contact details below. If this fails see the UK Information Commissioner's complaints escalation process	

**Subject Access Request**

If you wish to make a Subject Access Request, to view, modify or remove your data from CSS assets (or have any queries/concerns) please contact us via the following stating the request and any relevant details that may help us in processing it.

**Email:** [admin@comicsansscript.com](mailto:admin@comicsansscript.com)

**Postal:** Comic Sans Script Data Protection Officer, c/o Playhouse Cheltenham, 47-53 Bath Road, Cheltenham, Gloucestershire, GL53 7HG.

**Phone:** 07713 564 569