

Data Protection Policy

Collecting and Holding of YMPST Members' Data

The York Mystery Plays Supporters Trust (YMPST) acknowledges its legal responsibilities regarding confidentiality in relation to Disclosure and Barring (DSB) checks, the Data Protection Act and any current or future human rights legislation which guarantees a right of privacy, and will ensure that all members are made aware of this policy and of their responsibilities with respect to confidentiality.

The YMPST collects the following information about members:

- Contact Information: Name, Address, Email and occasionally Telephone Numbers for member specific activities.
- Records of attendance and participation in events
- Photographic images for use in promotional material and for records of events where written consent has been received.
- Details on their status as vulnerable populations, to ensure that they are appropriately protected and supported

Information is collected solely to enable YMPST to communicate with members, maintain records of membership and YMSPT activity. Contact information is maintained by the Membership Secretary on a database on a personal computer and is backed up on disc. Personal information is deleted from the database when a member resigns from the Trust; however, any information relating to Gift Aid donations is retained for the period determined by HMRC - currently 6 years. Photographic images are maintained on the YMPST website, on Flickr, on Facebook and Twitter. Records of attendance or participation are maintained for the duration of the event or, in the case of dramatic productions, in the programme. Members' names may be identified on minutes of meetings which are maintained by the Committee and stored confidentially on-line. The names of members attending the Annual General Meeting will be recorded and will be publically available on the YMPST website unless consent has been specifically withheld by the member. Any paper files that hold personal data of YMPST members will be maintained securely by the Committee member responsible. Data will only be available to YMPST Committee members.

Every member of the YMPST has the right to see any information that the YMPST keeps on them on paper or computer files and to change that information where it is inaccurate. Confidential information that has been provided by a third party may be removed from a file before examination. Appropriate identification from the enquirer will be required before information is released. Subject access requests will be responded to within the statutory 40 days required.

Parents of children up to the age of 16, and in some cases 18, have a right to see their children's details. If a parent of a child over 16 asks to see his or her file, we will ask the child for their consent. A parent with this right is either the mother or the father if he was married to the mother at the time of the birth or has acquired parental rights through the courts. It should never be assumed that a father automatically has these rights. No one has the right to see the files of people over the age of 18 except the person him/herself or someone nominated by the Court because the person lacks capacity.

According to the Data Protection Act 1998 the YMPST is exempt from having to notify the Information Commissioner's Office as it only processes data for the purposes of establishing or maintaining membership for an association not established or conducted for profit.

Copyright

In the course of YMPST activities members may share artistic or intellectual property (art, writing, etc.); this work is explicitly considered the property of the participant who creates it and is protected by this policy.

YMPST Reports, Monitoring and Funding

YMPST reports, monitoring, funding applications and publicity will scrupulously avoid any specific detail about members that might lead to their identification unless they have given their permission for it to be so used.

Internet Privacy Statement

Log Files & User Anonymity

Log files are kept automatically by YMPST website for all requests for files on the website's servers. These do not capture any personal information but they will capture the user's IP address.

This information is used for analysis of the performance of the website and to assist with future development. This analysis could be shared within the York Mystery Plays Supporters Trust (YMPST) and any partner agencies.

All log file information collected by YMPST is kept secure and no access to raw log files is given to any third party.

We will make no attempt to identify any individual user's identity from these log files unless there is reasonable suspicion of unauthorised access or illegal activity. However, access to web pages often results in log entries in the systems of your Internet service provider (ISP) or network service provider. These entries may identify a specific computer that has been used to access a certain page. Any such monitoring is done by the service provider but this is beyond the responsibility and control of the YMPST.

By accessing this website all users are assumed to have given their consent for YMPST to use these log files to track anyone who is reasonably suspected of gaining, or attempting to gain, unauthorised access.

Cookie Usage

This website does not store any information that would, on its own, allow us to identify individual users of this service without their permission. Any cookies that may be used by this website are used either solely on a per session basis or to maintain user preferences. Cookies are not shared with any third parties.

Google Analytics

YMPST uses Google Analytics to monitor traffic levels, search queries and visits to this website.

Google Analytics stores IP address anonymously on its servers in the US, and neither YMPST nor Google associate your IP address with any personally identifiable information.

These cookies enable Google to determine whether you are a return visitor to the site, and to track the pages that you visit during your session.

Data Protection & Confidentiality

Some services on this website require us to collect personal information from you. To comply with the Data Protection Act, we have a duty to tell you how we store the information we collect and how it is used. Any information you do submit will be stored securely and will never be passed on or sold to any third party.

This policy was adopted November 2014 and will be reviewed every September.