SUSU StageSoc - Privacy Policy

Last updated 2nd September 2020.

1 Definitions

This policy explains in detail how "SUSU StageSoc" along with its affiliated companies (hereinafter "we", "us", "our", "SUSU StageSoc", "`https://stagesoc.org.uk`"), phpBB (hereinafter "phpBB software", "`https://www.phpbb.com`", "phpBB Group", "phpBB Teams"), and DokuWiki (hereinafter "DokuWiki software", "`https://www.dokuwiki.org`") use any information collected during any session of usage by you (hereinafter "your information"). The "SUSU StageSoc phpBB Forum" (hereinafter "SUSU StageSoc Forum", "our forum") and the "SUSU StageSoc DokuWiki wiki" (hereinafter "SUSU StageSoc Wiki", "our wiki") are sub-sites wholly owned and controlled by "SUSU StageSoc".

For the purposes of the GDPR, the "SUSU StageSoc" Data Protection Officer is the currently elected "SUSU StageSoc" Webmaster[1] (hereinafter "DPO", "Data Protection Officer", "Webmaster"). The current DPO is contactable on: `webmaster@stagesoc.org.uk`.

2 Information Collection

Your information is collected via two ways. Firstly, by browsing "SUSU StageSoc Forum" will cause the phpBB software to create a number of cookies, which are small text files that are downloaded on to your computer's web browser temporary files. The first two cookies contain a user identifier and an anonymous session identifier, automatically assigned to you by the phpBB software. A third cookie will be created once you have browsed topics within "SUSU StageSoc" and is used to store which topics have been read, thereby improving your user experience.

There are 3 separate cookies created by logging into "SUSU StageSoc Wiki". The first two cookies contain a user identifier and an anonymous session identifier, automatically assigned to you by the DokuWiki software. A third cookie will be created to store user preferences, including (but not limited to) the size of the editor text area[2].

The second way in which we collect your information is by what you submit to us. This can be, and is not limited to: posting as an anonymous user (hereinafter "anonymous posts"), registering on "SUSU StageSoc" (hereinafter "your account"), posts submitted by you after registration and whilst logged in (hereinafter "your posts"), pages changed (i.e. created, edited, or deleted) (hereinafter "your edits") within "our wiki".

3 Account Data

Your account will at a bare minimum contain a uniquely identifiable name (hereinafter "your user name"), a personal password used for logging into your account (hereinafter "your password") and a personal, valid e-mail address (hereinafter "your e-mail"). Your information for your account at "SUSU StageSoc" is protected by data-protection laws applicable in the country that hosts us. Any information beyond your user name, your password, and your e-mail address required by "SUSU StageSoc" during the registration process is either mandatory or optional, at the discretion of "SUSU StageSoc". In all cases, you have the option of what information in your account is publicly displayed. Furthermore, within your account, you have the option to opt-in or opt-out of automatically generated e-mails from the phpBB software and the DokuWiki software.

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[1]As shown on the "SUSU StageSoc" committee page, here: `https://stagesoc.org.uk/committee`.
[2]Technical information for interested users can be found here: `https://www.dokuwiki.org/faq:cookies`.

Your password is ciphered (using a one-way hash) so that it is secure. However, it is recommended that you do not reuse the same password across a number of different websites. Your password is the means of accessing your account at "SUSU StageSoc", so please guard it carefully and under no circumstance will anyone affiliated with "SUSU StageSoc", phpBB, DokuWiki, or another 3rd party, legitimately ask you for your password. Should you forget your password for your account, you can use the "I forgot my password" feature provided by the phpBB software. This process will ask you to submit your user name and your e-mail, then the phpBB software will generate a new password to reclaim your account.

Several parties have unrestricted access to your account data. Firstly, the "Webmaster", who is held accountable by the "SUSU StageSoc" Committee. Secondly, the "SUSU Technical Staff" who manage our hosting, and are only permitted to access account data under exceptional circumstances. Finally, "University of Southampton iSolutions", who manage the infrastructure the website is hosted on. They technically have access to "your data", but will only do so if there are no other options.

4 COVID-19 Tracing

For the purposes of COVID-19 tracking and tracing additional information will be collected using a "sign-in sheet" at The Annex. This is so that we may notify you if we believe that you have been in "close contact" (defined below) with another person (who may or may not be a member of "SUSU StageSoc") who has tested positive for COVID-19 (hereafter "the trace target"). Any information on the "sign-in sheet" will also be passed onto "NHS Test and Trace"[3]. We will contact you through as many means as we have access to, including (but not limited to) sending you an email to "your e-mail", sending a private message through the "SUSU StageSoc Forum", or by the contact details given on the "sign-in sheet". We define you to be in "close contact" with "the trace target" if "the trace target" is:

1. A member of the same show crew as you;

2. A member of the company (including but not limited to cast, production team, band) for a show for which you are a member of the show crew;

3. A member of the audience for a show for which you are a member of the show crew.

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[3]For additional information, see here: `https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works`.