



# Stage One Youth Theatre

<http://www.stageoneyouththeatre.co.uk>

## **Meeting the General Data Protection Regulations (GDPR) effective from May 25th 2018**

### Our Privacy Terms

A summary of our approach to privacy and data about you:

1. We are responsible for the data we request and retain from you. We may use your information for the purposes of communicating Stage One Youth Theatre (SOYT) activities.
2. Your information will only be used by SOYT committee members on a need to know basis. We will not supply it to anyone outside SOYT without obtaining your prior consent, unless we are obliged or permitted by law to do so or to comply with council regulations.
3. We will never pass/sell your information to third parties.
4. We only ever ask for information that is either necessary or will make it easier to contact you, should we need to.
5. We will always aim to explain why we are asking you for additional information at the point we ask for it, e.g. medical information.
6. We will only hold your personal information for as long as it is necessary to do so for the purpose for which it was collected, and in order to run SOYT efficiently and effectively.
7. We will keep your information accurate and up to date. We ask you to help with this by letting us know when your details change.
8. We will look after your information and keep it secure.
9. We will keep contact with you to a minimum.
10. If you have chosen to provide your email address or agreed to receive texts, you can unsubscribe at any time.
11. If you have any questions about how we process or store your data, please contact the SOYT Secretary

## What personal information do we collect?

In order to identify you and communicate with you about SOYT matters we ask you to provide:

- Member's name
- Member's DOB
- Parent/Guardian's name
- Postal address
- email address
- Contact telephone number(s)
- School information
- Medical information

## How we collect member information

Information is collected in several ways, including:

- SOYT joining form
- Member's medical details via Word document prior to a production
- Performing licence application for each show

## How we control member's information.

- Joining information is held by the SOYT secretary and stored on a password protected Excel spread sheet. This information is ONLY shared with SOYT committee members on a need to know basis.
- Member's information, mainly limited to name and contact details, may also be shared internally with: Director, Musical Director, Wardrobe Mistress; Designated Safeguarding Officer, Show Chaperones, Business Manager, Treasurer, SOYT First Aiders.
- Member information may also be shared with outside bodies, including:
  1. Hampshire County Council and Portsmouth City Council prior to a production. SOYT require performing licences for each production. These licences are granted by Hampshire County Council and Portsmouth City Council. These organisations have application forms that have to be completed allowing SOYT to perform in licenced premises. The licences meet the requirements of : *The Children (performance and activities) (England) regulations 2014*.
  2. If required by any law enforcement agency, court, local or government authority
- A separate Excel spread sheet is maintained by the Treasurer for the purpose of collecting and tracking SOYT subscriptions.

- Any paper information relating to members is maintained in a secure document holder. This is generally held by the Secretary and is available at rehearsals in case of emergencies.

## Friends Of Stage One (FOSO)

Information and communication for FOSO is via post. Only name and addresses are held for FOSO members. This information is held on a computer and is controlled by the FOSO secretary. Names of the FOSO are published in each show programme.

### How long we keep your data

Once a member has left SOYT or a FOSO leaves all personal records will be deleted.

## Your Rights

### Right to access:

You have the right to request that we provide you with a copy of the data we hold for your child. This is called a 'Subject Access Request'.

### Right to deletion:

You have the right to request that we delete any data that we hold about your child.

### Right to restrict processing:

You have the right to request that we restrict sharing of your information with personnel previously listed if you believe the information that we hold is incorrect or if you do not wish your information to be shared with committee members on a Need to Know Basis.