



GDPR Policy 2024

Date of Policy: **3rd May 2024**
Policy Responsibility: **Sam Gibbs (Principal)**
Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

INTRODUCTION

At Performers Theatre Company we are committed to protecting your personal information and being transparent about what we do with it. We are committed to using your personal information in accordance with all applicable laws concerning the protection of personal information and not to do anything with your information you would not reasonably expect.

If you have any questions about this GDPR Policy, please contact us via email admin@performerstheatrecompany.com

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

THE 7 RIGHTS OF THE INDIVIDUAL

1) The right to be informed

Performers Theatre Company collect all parent and student details on registration via ClassForKids. We need to know parent/guardian's names, addresses, telephone numbers, email addresses, as well as emergency contact details. We also need to know children's full names, addresses and date of birth along with any medical and SEND requirements. This information is kept fully confidential.

We sometimes are requested to provide this data to Hampshire & other performing council areas in the event of live theatrical performances; this information is sent to the Local Authority via a secure electronic file transfer system. However, in this case, Performers Theatre Company will contact all individuals personally to make sure that this information has been granted.

As an employer, Performers Theatre Company, are required to hold data on its teacher's names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license and bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to Care Check for the processing of DBS checks. DBS Numbers and date of issue are also held in a password protected folder. Performers Theatre Company also hold the right to dismiss any member of staff who do not abide by these laws.

2) The right of access

At any point an individual can make a request relating to their data and Performers Theatre Company will need to provide a response (within 1 month). Performers Theatre Company can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure

As an individual you are in your right to request the deletion of your data where there is no compelling reason for its continued use.

Performers Theatre Company have a legal duty to keep children's and parents details for a reasonable time. Performers Theatre Company retains these records for 3-4 years after leaving the school.

Children's accident and injury records are retained for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

4) The right to restrict processing

Parents and staff can object to Performers Theatre Company processing any of their data. This means that records can be stored but must not be used in any way.

5) The right to data portability

Performers Theatre Company requires data to be transferred from one IT system to another; such as from Performers Theatre Company ClassForKids to the Local Authority for performance licences. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR. All systems are password protected.

6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Performers Theatre Company does not use personal data for such purposes.

Storage and use of personal information

To ensure all personal information is maintained in the most secure manner.

All of Performers Theatre Company systems/phones are password protected.

On occasion paper documents of personal data may be required, such as ticket order forms, costume requests, etc. These hard copies will be kept in a confidential folder that only the Principal and Business Manager can access.

Performers Theatre Company stores personal data held visually in photographs or video clips or as sound recordings. No names are stored with images in photo albums, displays, on the website or on Performers Theatre Company social media sites. Images/videos are only shared where parents have provided consent.

Summary

GDPR means Performers Theatre Company::

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them

Disclaimer: When we collect your personal information we use strict procedures and security features to prevent unauthorised access. However, no data transmission over the Internet is 100% secure. As a result, while we try to protect your personal information, Performers cannot guarantee the security of any information you transmit to us and you do so at your own risk.

WEBSITE

If you browse and use our website at www.performerstheatrecompany.com, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our GDPR policy govern Performers Theatre Company's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website. Please go to our Policies page and read our Terms and Conditions if needed.

Links

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