



## Privacy Policy for Children in our Productions and their Parents/Guardians

### Polegate Drama Group

**is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about children who audition for or are cast in one of our productions and their parents/guardians. We collect this information from you and/or from your parents or guardians.**

#### The information we collect

Prior to the auditions, we will collect basic personal details such as your name, address, date of birth, height, parents' names, address, e-mail address and telephone number, subscription amounts and dates paid. We may also take your photograph and ask for your biography. Prior to the auditions we will ask you and/or your parents/guardians to consent to the collection of this personal information and the uses to which it will be put. We are able to accept consent directly from children over 13.

#### How we use information

We will use your personal information and your parents'/guardians' personal information:

- for planning any aspect of the production
- to send you details of our Rehearsals and communicate with you about any aspect of the production
- to support your health and well-being whilst you are taking part in rehearsals and performances
- to comply with any legal requirements regarding your participation in the production
- and to compile entries in our show Programme

#### Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your personal information or your parents'/guardians' personal information.

#### Your rights

Please let us know if your personal information or that of your parents/guardians changes as it is important that the information we hold about you is accurate and up to date. Circulating information to you and your parents/guardians is a necessary part of being a member of the company but when the production is over, we will remove your personal information and that of your parents/guardians from our files. You and your parents/guardians have the right to request a copy of all the personal information we hold about you and them in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

#### Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

#### How to contact us

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

#### By Phone to the Secretary:

**07795066818**

#### By email:

**admin@polegatedramagroup.com**

#### By post to:

**Polegate Drama Group**

**c/ o Maria Bayne**

**Polegate Community Centre**

**54 Windsor Way**

**Polegate BN26 6QF**

**Date: 21<sup>st</sup> May 2018**