

Act One

Privacy Policy for Cast Members, their Parents/Carers and our Patrons and Trustees

Act One is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about children who audition or join the society and their parents/carers. We collect this information from you and/or your parents or carers.

The information we collect

Cast Members

During the audition process for cast members, we will collect basic personal details, such as your name, address, date of birth, parents'/carers' names, email addresses and telephone numbers. At this time we will ask you and/or your parents/carers 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.

If you are successful in gaining a place in the society, we will then ask you to complete a membership form including the same information and additionally any health issues which we need to be aware of. We will also take a photograph of you. At this time we will again ask you and/or your parents/carers to consent to the collection of this information. If you are not successful in gaining a place, any information collected will be destroyed.

Patrons

When you agree to be a Patron of the society we will collect basic personal details, such as name, address, email address and telephone numbers. At this time we will ask you to consent to the collection of this personal information and the uses to which it will be put.

How we use information

We will use your personal information and your parents'/carers' personal information

- For planning any aspect of the productions
- To send you details of rehearsals and communicate with you about any aspect of the production
- To support your health and well-being whilst you are taking part in rehearsal and performances
- To comply with any legal requirements regarding your participation in the productions
- To compile entries into our show programmes
- Your photograph and first name only will also be included on our website

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' /carers/ personal information. We will not share your personal information (data) with any third party individuals or organisations.

Your Rights

Please let us know if your information or that of your parents/carers changes as it is important that the information we hold about you is accurate and up to date. Circulating information is a necessary part of being a member of the company but when you cease to be a member, we will remove your personal information and that of your parents/carers from our files. Additionally we will ask you to complete a new membership form each year upon renewal and at that time we will delete the previous year's information.

When a patron decides to cease supporting the society, all personal details will be removed from our files.

You and your parents/carers 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, 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 post to: ACT One 7 Coombe Close, Shepshed, Loughborough, Leicestershire LE12 9HH

Date: May 2023