

# Calderdale Theatre School

## Privacy Policy

### Introduction

Calderdale Theatre School (CTS) has a duty of protecting and handling your information in an accessible and lawful manner. This statement is a summary of our Data Protection Policy that ensures your information is safeguarded whilst retained by us.

### Collecting Information

CTS will ask to collect specified types of personal data for the following individuals for the reasons specified:

#### Members

- Full name, date of birth and gender for recognition, allocation to the correct age group & maintaining attendance registers
- Telephone contact numbers (at least 2 of which should be of significant guardians see below) in case of emergency
- A postal and email address for correspondence
- The school they are attending for monitoring the reach of the organization
- Any significant medical information for safeguarding & wellbeing

#### Parents/Guardians/Carers

- The name(s) and contact numbers of at least 2 significant guardians in case of emergency contact
- Postal and email address of at least 1 significant guardian for correspondence

#### Trustees, Staff and volunteer helpers

- Name, postal and email address and contact number for correspondence and Charity Commission returns
- Bank details for payment of fees and expenses

#### Gathering and Storing Information

- Information gathered will only be used for the purposes stated above
- Information will be gathered with the consent of the individual, or the individual's guardian (if the individual is under 16)

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- Information gathered will not be passed on to third parties (but see Additional note below)
- Information gathered in paper format eg registration forms, session registers, trip registration forms will be stored in a secure place and non-accessible to the public, young persons or parents unless specifically requested via a Subject Access Request
- Electronic information eg membership lists, payment records will be stored securely on a password-protected database

### **Additional Note:**

CTS has a duty of care in safeguarding the wellbeing of current members. We reserve the right to pass on your personal data to the relevant authorities in order to comply with our Safeguarding procedures for young persons where staff feel the welfare of a young person is endangered.

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact the Chair of the Trustees.

### **Retention of Personal Data**

Personal data will not be kept for longer than necessary to meet the purposes for which it was gathered

- Information in paper format will be retained while the member, trustee, staff or volunteer is active with CTS
- Electronic databases will be updated each year and information on members, trustees, staff or volunteers no longer active will be deleted

Policy approved by Trustees and last updated August 2021