



Keighley Youth Theatre

Oakworth Methodist Church, Lidget, Oakworth, BD22 7HN

Registered Charity Number 1187137

Privacy Policy

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INTRODUCTION

Under data protection law, individuals have a right to be informed about how Keighley Youth Theatre uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about members and parents/carers.

We, KYDZ, are the 'data controllers' for the purposes of data protection law.

Our data protection officer can be contacted at data.protection@kydztheatre.co.uk

THE PERSONAL DATA WE HOLD

Personal data that we may collect, use, store and share (when appropriate) about individuals includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs and/or video

WHY WE USE THIS DATA

We use this data to:

- Notify and keep parents/carers and members informed regarding rehearsals, events and shows
- Protect member welfare
- Administer admission waiting lists
- Comply with the law regarding data sharing
- To promote the group and activity through the use of local and social media including the closed Facebook KYDZ group
- To maintain ongoing membership of the National Operatic & Dramatic Association (NODA)

OUR LEGAL BASIS FOR USING THIS DATA

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- To notify you and the members regarding rehearsals, shows and other events
- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process members' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use members' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using members' personal data overlap, and there may be several grounds which justify our use of this data.

COLLECTING THIS INFORMATION

While the majority of information we collect about members is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

HOW WE STORE THIS DATA

We keep personal information about parents, carers and members while they are active members of KYDZ. We may also keep it beyond their membership school if this is necessary in order to comply with our legal obligations.

This information will then be securely destroyed as soon as we no longer have a legal purpose for storing it.

To request information about our data retention procedures please email Data.Protection@kydztheatre.co.uk.

DATA SHARING

We do not share information about members with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- The member's family and representatives
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors
- Health and social welfare organisations
- Charities and voluntary organisations
- Professional bodies (including NODA)

PARENTS/CARERS & MEMBER'S RIGHTS REGARDING PERSONAL DATA

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

OTHER RIGHTS

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- To exercise any of these rights, please contact our data protection officer Data.Protection@kydztheatre.co.uk.

COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our **data protection officer**.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer on Data.Protection@kydztheatre.co.uk.

ENDS

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