

ENCORE PRIVACY POLICY

The Sinodun Players are the parent organisation of Encore, its youth section.

Privacy Notice

Under the provisions of the General Data Protection Regulation, which came into force on 25th May 2018, the Sinodun Players – a ‘Data Controller’ for the purposes of the GDPR – must let all of our members know:

- what our lawful basis is for using their data
- what personal data we hold and how we use it
- what is the source of these data
- how long we keep the data and when we would erase it
- that a person is entitled to see the personal data we have for them.

Lawful Basis

1. Students information is kept on the basis of ‘Legitimate Interest’ to enable the Sinodun Players and Encore to organise its activities. This allows us to use members’ data in a way that they would reasonably expect us to, and which does not override their interests in any way.
2. We can communicate with you about the course that you/your son/daughter has signed up to.
3. We can communicate with you about all relevant Sinodun Players and Corn Exchange activities.
4. We need to ensure that the relevant Child Protection documentation is completed.
5. To safeguard the student.

What personal information we hold

We collect both parents and students names and contact details (such as email, address and telephone number)

We also collect the student’s age, date of birth and details of any special medical requirements and details of specific parental permissions including permission to have child’s photograph taken, stored and used for marketing purposes and permission for a child to leave the theatre on their own

Who we share your information with?

Elected Officers of the Sinodun Players Amateur Dramatic Society.
Encore Youth Director

No personal data are ever disclosed to any other person or organisation outside Encore or the Sinodun Players, or sold for marketing purposes. All data are kept safe and secure and are used only on a strict 'need to know' basis.

Data Processors

Encore use the following data processors:

SP Database – for communicating with members and holding names of students and responsible adult(s), we store the following: Name, Address, Phone number and email of responsible adult, Emergency Contact, Relevant medical conditions and the class being attended by the student.

1&1 – for web-hosting and hosting of official @SinodunPlayers.Org.UK Sinodun Players and Encore emails for members and officials.

The personal computer of the Encore Youth Director. Both the spreadsheets used to compile the data and the computer are password protected

How long do we keep your personal information?

All information will be deleted from the SP database and the personal computer of the Encore Youth Director 12 months after a child has withdrawn from Encore classes. Any paperwork will be shredded 12 months after a child has withdrawn from Encore classes. Should the Encore Youth Director change, then they will immediately delete all information from their personal computer.

Your rights and choices

Parents may request to see their personal data by emailing encoreyouth@sinodunplayers.org.uk or by contacting one of the Officers of the Sinodun Players. You have the right to refuse contact and to withdraw your consent to us storing and using your information.

Complaints

Please contact the Trustees Committee – committee@trustees.sinodunplayers.org.uk – if you have any concerns about the protection of your data.

Everyone also has a right to complain to the Information Commissioner's Office (ICO) if they think there is a problem with the way their data is being handled – <https://ico.org.uk/>.

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