

Privacy Policy for Children Participating in Grayshott Stagers' Productions



Introduction

The Grayshott Stagers is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about children who participate in one of our productions, and their parents/guardians.

Personal Information Collected

We collect basic personal details such as your name, address, date of birth, parents'/guardians' names, address, e-mail address, telephone number and any subscriptions paid. Bank account details may be requested when the Society needs to reimburse you or your parents/guardians for expenses incurred etc. We may also take your photograph, ask you for your biography and record details of your height and other measurements to assist with the provision of costumes. 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 will be able to accept consent directly from children over 13.

Use of 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
- 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 information or that of your parents/guardians changes as it is important that the personal 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 once 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 in a Subject Access Request. We will take 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, our data protection practices, or to make a Subject Access Request, please contact the Treasurer: Stephen Penny, Odessa, The Avenue, Grayshott, Hindhead, Surrey GU26 6LA, Telephone: 01428 606964, email: treasurer@grayshottstagers.co.uk.