

PRIVACY POLICY FOR CHILDREN IN BRASSNECK THEATRE PRODUCTIONS AND THEIR PARENTS/GUARDIANS

BrassNeck Theatre is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about children who audition for, or are cast in, one of our productions and also their parents/guardians.

The personal information we collect from you

Prior to the auditions, we will collect basic personal details such as your name, address, date of birth, parents'/guardians' names, address and telephone number.

Upon being cast in a production, we will ask you and/or your parents/guardians to make us aware of any medical conditions which might influence any arrangements whilst you are in our care. We will also seek consent to take photographs and collect biographical information which may be used for publicity purposes. We are able to accept consent directly from children over 13. We will record the above information along with subscription amounts and dates paid.

How we use 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
- to communicate with you about any aspect of the production
- to support your health and well-being whilst you are taking part in rehearsals or performances
- to comply with any legal requirements regarding your participation in the production
- to compile entries in our show programme

This use is in our 'Legitimate Interest'. We will not share your information with third parties without your consent.

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 that of 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. When the production is over, we will keep your personal information and that of your parents/guardians secure so that we can keep you informed of any future opportunities and productions. You can ask us to stop sending you this information and remove your details from our files at any time.

You and your parents/guardians 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, simply 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 our secretary Barbara Catton.

By phone: 0113 2501460

By email: barbara.catton@brassnecktheatre.com

By post to: Barbara Catton
5 South View
Yeadon
LS19 7JD

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