

## DATA PROTECTION AND PRIVACY POLICY 2018

This Data Protection policy will lay out the procedures undertaken by THEATRE FOR LIFE to ensure that THEATRE FOR LIFE is compliant with relevant data protection legislation. It has been written in accordance with the information provided by the Information Commissioner's office prior to the release of the GDPR.

- This website is operated by THEATRE FOR LIFE We take your privacy very seriously therefore we urge to read this policy very carefully because it contains important information about us and:
  - the personal information we collect about you, our users
  - what we do with your information, and
  - who your information may be shared with
  - Fair processing policy and deleting data at your request

### Who we are

**THEATRE FOR LIFE** are a Community Interest Company who run a Youth Theatre group and Community Theatre group with young disadvantaged theatre makers.

We tour productions around community theatres and arts centres across the UK.

**THEATRE FOR LIFE EDUCATION** are a Bespoke Performing Arts Workshop service for schools, colleges and universities and for the purposes of the GDPR Legislation 2018 we are responsible for, and control the processing of, your personal information.

**THEATRE FOR LIFE** uses the personal information we collect from you to provide our service to You. We will not rent, sell or share.

### Information we collect

1. Establishing a lawful basis for handling data

- In accordance with Article 5 (2), This policy will document the 'lawful basis' by Theatre for Life to handle data. This 'lawful basis' is set out in Article 6 of GDPR  
a) Personal information you provide to us

**THEATRE FOR LIFE EDUCATION CLIENTS:** We collect the following personal information that you provide to us on behalf of your students when making a workshop booking:

Name, name of institution, telephone number, address, email address, SEN and disability requirements of students

When completing the online contact form: Name, email address and telephone number - **there will also be an opt in and out option for future marketing**

**THEATRE FOR LIFE WORKSHOP LEADERS:** We collect the following personal information that you provide to us when applying for the role of workshop leader:

Name, address, date of birth, email address, telephone number, ethnicity, disability, referees, copy of DBS

**REFEREES:** We collect your name, address, email address , telephone number in order for us to process the reference for our workshop leader

**WORKSHOP PARTICIPANTS:** We collect the following information:

Name, address, date of birth, email address, telephone number, ethnicity, disability as part of the enrolment process and for our equal opportunities monitoring. We also require an emergency contact name and medical details to ensure we have a point of contact in an emergency and knowledge of any medical attention you may require.

All website usage information is collected using cookies and we have an anti virus system on all our computers and devices used by all managers.

Some examples of when we collect this information include:

If you use our contact form you will be asked to complete a form which will require You to provide some or all of your name, address, email address, telephone number and workshop enquiries. **We will also include an opt in option for future marketing correspondence.**

Other examples include: Email correspondence, online contact form, booking form, application form and references.

## **FINANCIAL INFORMATION**

### **THEATRE FOR LIFE EDUCATION**

In accordance with S6 s (1) organising a workshop with a school, college or university will require the collection of data to enable contractual obligation to be fulfilled. This is a necessary procedure to enable invoicing to take place.

Data will include: Name of school or college, address, telephone, contact name

Data will be stored for accountancy and for book keeping and will be erased after the financial year has commenced.

#### **b) Personal information provided by third parties**

We may receive information about you from other sources.

This information may include:

#### **FOR APPLICANTS:**

References from previous employers for the role of workshop leader

DBS (Disclosure Barring Service)

The results and certificates of any Disclosure and Barring Service (DBS) checks, carried out by a workshop leader or us. Such results will be kept for as long as a workshop leader remains registered with us and for 12 months thereafter).

We will add this information to the information we hold about you for the following purposes:

FOR CLIENTS:

To administer your details and to provide the products and services you have requested from us.

FOR APPLICANTS:

To determine your suitability for the role of workshop leader of working with children and vulnerable adults in line with our safeguarding policy

#### c) Sensitive personal information

Sensitive personal information includes any information which relates to the following:

- your ethnic origin
- your political opinions
- your religious beliefs
- whether you belong to a trade union
- your physical or mental health or condition
- and whether you have committed a criminal offence

We may request that you provide sensitive information, but if we do, we will in every instance explain why we are requesting it and how we intend to use it. We will only collect your sensitive personal information with your explicit consent.

Some examples of when we may request sensitive personal information include:

**COMMUNICATION WITH CLIENTS AND WORKSHOP LEADERS:** Arranging suitable support in the classroom for students with SEN requirements and disability needs in line with our Safeguarding and equal opportunities policy /monitoring.

**COMMUNICATION WITH REFEREES:** When determining a candidates suitability to work with children and young adults in line with our safeguarding policy using designated referees.

#### d) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

shall consent on their behalf to the processing of their personal data;  
shall receive any data protection notices on their behalf;  
shall consent on their behalf to the transfer of their personal data abroad; and  
shall consent on their behalf to the processing of their sensitive personal data.

#### e) Monitoring and recording communications

We may monitor communications such as emails and telephone calls for the following purposes:

**COMMUNICATION WITH CLIENTS** will be recorded to design the bespoke workshop, arrange risk assessments, finalise arrangements between the client and workshop leader for the day of the workshop

**COMMUNICATION WITH APPLICANTS FOR THEATRE FOR LIFE** will be recorded to arrange an interview and to obtain DBS checks and signed polices prior to employment commencing.

**COMMUNICATION WITH WORKSHOP LEADERS FOR THEATRE FOR LIFE EDUCATION** will be to liaise about the workshop requirements, travel arrangements, details for meeting the client on the day of the workshop.

**COMMUNICATION WITH PARENTS & GUARDIANS / PARTICIPANTS** to liaise about rehearsals, productions and news relevant to rehearsals and productions.

**COMMUNICATION WITH PARTICIPANTS / PARENTS & GUARDIANS** / to liaise about workshops, event details, workshop attire and resources required.

#### **Who your information may be shared with**

We may share your information with:

**FOR THEATRE FOR LIFE EDUCATION CLIENTS** we will share your booking form with our workshop leaders to ensure they we are working with your educational requirements as well as supporting your students with SEN and Disability needs

**FOR APPLICANTS** we will share your application form with Artistic Director and Head of Business as part of the recruitment process

Law enforcement agencies in connection with any investigation to help prevent unlawful activity

**We will not share your information with any other parties aside from those set out in this privacy policy and agreement in line with the GDPR Legislation 2018.**

For further information on how your information is used, how we maintain the security of your information, and your rights to access information please email: [michelle@southperformingarts.co.uk](mailto:michelle@southperformingarts.co.uk)

## **STORAGE AND ORGANISATION OF DATA**

We will store all personal data in the following ways to ensure we are compliant with GDPR 2018.

Written booking and application forms, will be filed in a filing cabinet and secured by lock and key in a cupboard by all managers:

**Michelle Smith (Artistic Director)**

Application forms and DBS copies will be filed in in a filing cabinet and secured by lock and key in a cupboard by all managers:

**Michelle Smith (Artistic Director)**

Booking forms and contact forms will secured in a folder on the managers devices using an Anti Virus system to protect the security of the data. All MacBooks will have File Vault encrypted data and up to date software installed on all devices - this will be password operated.

Photographs will be secured in a folder folder on the managers devices using an Anti Virus system to protect the security of the data. All MacBooks will have File Vault encrypted data and up to date software installed on all devices - this will be password operated.

## **DELETING DATA**

**We will not hold onto data unless we need to continue working with our participants and clients.**

All written booking forms for workshops will be shredded once the workshop has commenced to comply with the new GDPR 2018 Data Protection Act.

All written booking forms for will be shredded once the workshop has commenced to comply with the new GDPR 2018 Data Protection Act.

All written booking forms for will be shredded once the participant has left the school to comply with the new GDPR 2018 Data Protection Act.

**We will delete any data that we hold as hard copies or digitally within one month of the request and will not charge a fee ( Please see our Fair Process Policy)**

**Safety measures in place digitally -**

**File Vault encrypted data and up to date software installed on all devices - this will be password operated**

**Back up Time Machine on all MacBooks which will be encrypted**

**We will store all data using I Cloud so in case a device is stolen we will be able to actively delete the data from another device.**

## **Keeping your information secure**

We will use technological and organisation measures to keep your information secure. These measures may include the following examples:

All data is secured on secure servers and is filed in a secure manner.

**We are certified to ISO 27001. This family of standards helps us manage your information and keep it safe and secure.**

However, while we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

## **FAIR PROCESSING POLICY**

### **What rights do you have?**

#### **Right to request a copy of your information**

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or it, please:

- email, call or write to us (using the contact details below)
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information you want a copy of, including any account or reference numbers, if you have them

**We will ensure that the data is returned within 1 month with no charge or fee in compliance with the new GDPR 2018 Data Protection act.**

#### **Right to correct any mistakes in your information**

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do this, please:

- contact us using the contact details below
- let us have enough information to identify you (eg account number, user name, registration details), and
- let us know the information that is incorrect and what it should be replaced with

### **Do you need extra help?**

If you would like this policy in another format (for example: audio, large print, braille) please contact us using the details below.

### **Changes to the privacy policy**

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website.

### **Contacting us**

If you have any questions about this policy or the information we hold about you, please contact us by:

e-mail: [michelle.smith@theatreforlife.co.uk](mailto:michelle.smith@theatreforlife.co.uk)

post:

Michelle Smith, 52 Baddesley Close, North Baddesley, Southampton,  
Hampshire, SO52 9DR

or

telephone: 07711 395851

Calls will be answered at the following times:

Mon - Friday  
09.00 - 17.00

We may record calls for quality and training purposes.

## **COPY OF THE DIRECT MARKETING CONSENT LETTER TO BE COMPLETED BY ALL THEATRE FOR LIFE WORKSHOP LEADERS, PARTICIPANTS AND CLIENTS**

You can ask us to stop contacting you for direct marketing purposes. If you would like to do this, please:

- email, call or write to us (using the contact details below)
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know what method of contact you are not happy with if you are unhappy with certain ways of contacting you only (for example, you may be happy for us to contact you by email but not by telephone)

From time to time we may also have other methods to unsubscribe from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after selecting to unsubscribe in which marketing may still be received while your request is being processed.

Here at SEPA we take your privacy seriously.

However, from time to time we would like to contact you with details of other workshops, events and productions. Please can you tick **YES** or **NO** on whether you would like to positively **OPT IN OR OUR** to receive further newsletters or correspondence in line with the new GDPR (General data Protection Regulation) which comes in to place 25th of May, 2018.

YES

NO

If you consent for this purpose, please can you specify how you would like us to contact you:

EMAIL

TELEPHONE

POSTAL



## **FINAL DECLARATION**

I hereby consent to my personal information being used as set out in this Privacy Policy and agreement.

**FOR CLIENTS:** You will be providing THEATRE FOR LIFE with details about your place of work and student requirements.

**FOR APPLICANTS AND WORKSHOP LEADERS:** You will be providing THEATRE FOR LIFE with personal data in your application and during the recruitment process. For example, your personal details, employment details and possibly also data that is considered more sensitive such as information concerning your health.

## **OPTING OUT OF FUTURE MARKETING**

Please note that your consent is voluntary and can be revoked at any time for the future by sending such an email to [michelle.smith@theatreforlife.co.uk](mailto:michelle.smith@theatreforlife.co.uk) or a letter by ordinary post to:

Michelle Smith  
THEATRE FOR LIFE  
52 Baddesley Close  
North Baddesley  
Southampton  
Hampshire  
SO52 9DR

**We will also have an OPT OUT option on all our newsletters and emails to ensure you can opt out of future marketing and correspondence at your discretion.**

NAME:

SIGNED:

DATE: