# The (name of society)

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**Privacy Policy for Children in our Productions and their Parents/Guardians**

**Your rights**

Please let us know if your personal information or that of

Todmorden Amateur Operatic and Dramatic Society (CIO) your parents/guardians changes as it is important that

# is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about children who are members of our society and their parents/guardians. We collect this information from you and/or from your parents or guardians.

**The information we collect**

When you apply, we will collect basic personal details such as your name, address, date of birth, parents’ names, address, e-mail address and telephone number, subscription amounts, standing order details and dates paid.

When you apply 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 are able to accept consent directly from children over 13.

# How we use information

We will use your personal information and your parents’/ guardians’ personal information:

* for planning any aspect of the Youth Theatre
* to send you details of our rehearsals and communicate with you about any aspect of the Youth Theatre
* 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 a production
* to compile entries in our show Programme

We may also take your photograph or digital footage of you and ask for your biography, to create publicity materials that may be publicly shared in paper or electronic form. We will ask for your consent before we take and use this data.

We may also take your photograph or digital footage for use within TAODS in the design and creation of our productions and projects. We may share these images on closed social media groups or with trusted society members. We will ask for your consent before we take and use this data.

# 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.

the 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 when 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 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 us in one of these ways:

# By Phone to the Administration Officer:

 **07850464510**

**By email:**

 **carolyn@todhip.org**

**By post to:**

 **TAODS, C/O Carolyn Hall, Harley House, Victoria Road,**

 **Todmorden, OL14 5LD**

**Date: 06/10/2021**