

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

**The Quince Players are 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 or who are involved in supporting the activities of the Society and their parents/guardians. We collect this information from you and/or from your parents or guardians.**

### **The personal information we collect:**

Prior to auditions, we collect basic personal details such as your name, address, date of birth, height, parents' names, address, e-mail address, telephone number, subscription amounts and dates paid. We may also take your photograph and ask you for your biography. Prior to the auditions 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 (thirteen) years of age.

### **How we use this 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 or of the Society
- 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.

This use is in our 'Legitimate Interest'. You will be aware that our show Programmes are public documents.

### **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 personal information or that of your parents/guardians changes as it is important that 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 Society.

We will keep your information indefinitely after you remain an active member or supporter of the Quince Players. We keep your information because you may resume your connection with the Quince Players and take part again in our activities. However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further newsletters.

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 contact us via the details below. 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 or our data protection practices, or to make a Subject Access Request, please contact us in one of the following ways:

**By Phone to the Secretary: Mrs Allison Sharpe – 01344 625109**

**By E-mail: [quinceplayerspublicity@live.co.uk](mailto:quinceplayerspublicity@live.co.uk)**

**By Post to: Mrs Allison Sharpe, Hon. Secretary, Quince Players, 4 Highclere, Ascot, Berkshire, SL5 0AA.**

Date last reviewed: May 2018