

## Privacy Notice

### Personal Data

Personal data is defined as any information relating to an identifiable person who can be identified, directly or indirectly, from that data.

### Your Rights

- You have the right to be informed about the personal data we collect and how we use it. This privacy notice is a public statement of how Open Stage Performing Arts Company Ltd applies data protection principles to processing your data in accordance with the General Data Protection Regulations 2018.
- We want to make sure that your personal information is accurate and up to date. We therefore ask that you always inform us of any changes to your/your child's information as soon as possible. You may also ask us to correct or remove information you think is inaccurate, or request access to the data we hold about you.
- You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us at: [openstage@rocketmail.com](mailto:openstage@rocketmail.com), or write to us: Open Stage Performing Arts Company Ltd, 110 Whitworth Road (Adnitt Road Entrance), Abington, NN1 4HJ. We may make a small charge for this service.
- All participants and parents have the right to withdraw their consent for their personal data to be retained at any time, unless that information is required to enable Open Stage to carry out any legal obligations. To withdraw your consent, contact us at: [openstage@rocketmail.com](mailto:openstage@rocketmail.com), or write to us: Open Stage Performing Arts Company Ltd, 110 Whitworth Road (Adnitt Road Entrance), Abington, NN1 4HJ.
- All participants and parents have the right to complain to the Information Commissioner's Office if they believe there is a problem with how their data is handled.

### What personal data does Open Stage collect and why?

The following information is required for enrolment and participation in classes:

**Child's/Adult's Name:** so the participant can be easily identified in class and attendance recorded/monitored and appropriate payment for their classes calculated. Your full names may appear on our registers, so that participants can be quickly and easily identified in the event of a fire or other emergency.

**Date of Birth:** to ensure that participants are placed in the correct class and are eligible for events, competitions, courses, etc. where an age limit applies.

**Address:** sometimes it may be necessary to send letters and other information via post, such as exam certificates, information updates, etc.

**Parent/Guardian/Adult's Email Address:** sometimes it may be useful to send information about Open Stage, classes, shows, events, etc. via email.

**Parent/Guardian Contact Number 1:** in order to contact the legally responsible adult in regard to the child's participation in classes, performances, shows, etc. or in the event of an emergency or medical situation that may arise – for example, if your child becomes unwell and we need to contact you to collect them from class early.

Parent/Guardian Contact Number 2: this number will be used to call a designated responsible adult in case of an emergency, when we are unable to reach Parent/Guardian Contact Number 1.

For safety reasons, Parent/Guardian/Adult Participant contact details are stored in the school mobile phone. This phone is password protected and only accessible by the Director and designated staff members, who may need to get in touch with a Parent/Guardian/Adult Participant in the Director's absence.

Emergency Contact Name/Number – for adult participants: in order to contact the next of kin or designated person in the event of an emergency or medical situation that may arise.

Allergies/Medication: to ensure the participant is kept safe and healthy within class and so that relevant information can be shared with paramedics or medical professionals should an emergency situation arise.

It is the Parent/Guardian's/Adult participant's responsibility to keep Open Stage Performing Arts Company Ltd up to date with all relevant medical information, including injuries and both physical and psychological conditions. This information may be stored on a register when your child is performing off-site, for example, in the Summer Show or at other events. In these circumstances, professional, licensed Chaperones are allocated who will need this information to ensure the child's safety/health in an unfamiliar environment.

Classes: this is to ensure that participants are placed on the correct register(s) and that payments for class(es) are calculated correctly. This form is updated if any additional classes are taken and/or if a child progresses to a more senior or higher grade class.

Permission: it is entirely your choice whether you give permission for your child's/your photograph to be taken, for any images to be retained by Open Stage Performing Arts Company Ltd and for any such images to be shared via the media stated.

### **Photographs and Images**

From time to time, we may employ a photographer or freelance staff may take photographs, video footage or create DVDs, which will then be made available for parents/guardians/participants as keepsakes. We request parent/guardian/participant consent on our enrolment forms, so that these images may be:

- used to advertise Open Stage Performing Arts Company via various media;
- printed and displayed on noticeboards or around our building, to celebrate participant activities and achievement and to foster a sense of belonging;
- sent via Whatsapp, email, etc. to parents/guardians to let them know what their children are doing with us;
- published on social media or website, as evidence of our activities; or
- included in our Summer Show programme.

Photographs and images will be retained in accordance with the consent granted on the enrolment forms.

### **Online Bookings**

For some of our community classes and events, the online booking system we use is Bookwhen. The personal data you provide is used to enable us to easily identify attendees and to enable us to contact you regarding the class/event you are attending. There is an option on our booking form to give your consent to be contacted about any future similar classes and any other events that may be of interest at Open Stage Performing Arts Company Ltd.

## **Sharing Personal Data**

Please be aware that participant information will only be shared outside of Open Stage Performing Arts Company Ltd when they participate in exams, for certain events and shows, or when it is legally required – for example, in cases of Child Protection or Police matters.

**Exams:** Open Stage Performing Arts Company Ltd is required to submit children's names and dates of birth to the Imperial Society of Teachers of Dancing (ISTD).

**Events/Shows/Competitions, etc.:** Minimal personal data may be shared to enable participants to participate in these (e.g. name and date of birth). Where a license is required for a performance, Open Stage Performing Arts Company Ltd must submit children's names, dates of birth, home addresses and the schools they attend to the local council in order to comply with Child Work Enforcement and Child Protection and Safeguarding regulations.

## **Storage and Retention of Personal Data**

All electronic information is stored on Open Stage Performing Arts Company Ltd approved devices only and is password protected and/or encrypted. Any forms, letters, etc. containing personal data are stored separately and securely. Access is restricted to the Director and designated staff members, who may need to retrieve this information in the Director's absence.

In the event that a participant no longer attends Open Stage Performing Arts Company Ltd, their personal data will be retained for one year and will then be deleted and destroyed securely. You will still continue to receive marketing information about events, etc. at Open Stage until such time as you request that your details be erased.

## **Changes to Our Privacy Notice**

This Privacy Notice will be reviewed regularly and kept up to date, as legislation and company circumstances change over time. Any such changes will be published on our website. This Privacy Notice was last updated on 23 May 2018.

## **Contact Details**

If you have any queries or questions in relation to this Privacy Notice, or for further information on how your information is used, how we maintain the security of your information and your rights to access the information we hold, please contact us via email: [openstage@rocketmail.com](mailto:openstage@rocketmail.com), or write to us: Open Stage Performing Arts Company Ltd, 110 Whitworth Road (Adnitt Road Entrance), Abington, NN1 4HJ.

Rachael Jeffery, Data Controller and Director of Open Stage Performing Arts Company Ltd