Footlights Youth Theatre Privacy Policy

**Our contact details**

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www.footlightsyouththeatre.co.uk

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Email addresses
* Age
* Date of birth
* Telephone numbers
* Body measurements (for the purposes of costume fitting)
* photographs

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you by email or the membership forms for one of the following reasons:

* Sharing information about rehearsals and performances
* Contacting parents in case of problems during rehearsals and performances
* Costume fitting
* Performance licences

We also receive personal information indirectly, from the following sources in the following scenarios:

* N/A

We use the information that you have given us in order to ensure the smooth running of FYT.

We may share this information with Hampshire County Council for a ‘Body of Persons’ document.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@fotlightsyouththeatre.co.uk**

**(b) We have a legal obligation.**

**(c) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored.

We keep all the information listed above for a period of 10 years. This is to enable us to contact past and present members to pass on information. We will then dispose your information by deleting it from our databases

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@footlightsyouththeatre.co.uk, 02380615969 if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at info@footlightsyouththeatre.co.uk, 02380615969.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>