

THEATRE FACTORY

PRIVACY NOTICE

General Data Protection Regulations

The Company will only hold your information if you give us permission on our Health and Consent Form. The Company only holds your contact and health information for the following purposes:

To be able to contact you or your Parent/Guardian about details of workshops, rehearsals or performances.

To be aware of any health issues that may arise during workshops, rehearsals or performances. All information will be held securely, and only accessible to Employees who need it to do their jobs. The Company will not share this information with any person or organisation without your permission, with the exception of The Arts Council and other Funders for reporting purposes. This will only be the numbers of people attending, not names, addresses or any other identifying information.

You have the right to see what information we hold, and have the right to have it changed if it is wrong, or to have it removed altogether. If you request to have your information changed or removed, we will do this within 7 days of the request. If you decide to remove the information that we hold, then you will not be able to continue to be a participant. We will only hold the information for the time that you are a participant, plus 1 year to allow for reporting to Funders.

If you are unhappy with the way that we hold your information you have the right to complain to The Information Commissioner's Office.

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