



DATA PROTECTION POLICY

Zenith Youth Theatre has a duty of protecting and handling your information in an accessible and lawful manner. This statement is a summary of our Data Protection Policy that ensures your information is safeguarded whilst retained by the company, its Staff body and the responsible persons who handle it.

Collecting Information

Zenith will ask to collect specified types of personal data for the following individuals:

Members

- Full name, D.O.B, Age, Gender for recognition & filing.
- At least two different contact numbers In case of emergency contact.
- An email address for company correspondence.
- Any significant medical information for safeguarding & wellbeing.
- The methods of communication that lead Members to join for marketing analysis.

Parents/Guardians/Carers

- At least two of the contact details collected from Members should be the contact numbers of significant guardians (see point 2 of Members).
- Where a significant guardian is volunteering (chaperoning, intro days etc.) an email address, phone number and DBS Check may be required in order to safeguard the welfare of young persons.
- In the case of the member being looked after/fostered/in care, you will need to provide evidence of proof-of-care.

Enquiries (Non-Member Contacts)

- The method of communication of enquiry in order to keep them updated.
- Additional details of the potential Member in contact to monitor our membership body.

Media/Press/Professional Contacts

Zenith will collect (in research) openly accessible contact information for any contacts relevant to current activities, these individuals include (but are not limited to):

- Press Contacts
- Forum Administrators
- School/Teacher Contacts
- Working Professionals

Storing Information

When collecting information, Zenith will undergo stringent data protection procedures in order to safeguard the information provided, attained or requested.

- When stored on paper, information will be kept in relevant files that will be securely placed and non-accessible to public, young persons or parents unless specifically requested via a Subject Access Request.
- When stored electronically, information is stored on encrypted documents, password protected computers and to the greatest extent not stored on cloud storage unless approved by the Data Protection Officer.

Using Information

Zenith will not pass on your information to third parties, unless to comply with our Safeguarding Policy. All personal/professional data is used to:

- Send relevant correspondence to you.
- Contact you in the event of incident, non-attendance or query.
- Send you relevant information.
- Send you marketing communications and company updates.

Additional Notes

Zenith YTC has a duty of care in safeguarding the wellbeing of current Zenith Members. Your personal information is not (unless absolutely necessary – see below) passed to third parties nor is it easily accessible. If you believe your personal data has been misused you may contact Zenith's Data Protection Officer.

Zenith reserve the right to pass on your personal data to the relevant authorities in order to comply with our Safeguarding procedures for Young Persons where Zenith volunteers feel the welfare of young persons is endangered.

Please be advised that when booking via a chosen online ticketing supplier, personal data is stored by a third-party service and your information may be used by them in relation to their data protection policies. This is a process outside of the control of Zenith and complaints related to such bookings should be made directly to the Service Provider.

Review

This policy will be reviewed on an annual basis, and up-dated where appropriate, however if a weakness is identified in company's procedures, the policy will be reviewed and revised immediately.

Date when policy was last reviewed: August 2018

Date when next review is due: August 2020

Contact details

Data Protection Officer:

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