

# PRIVACY POLICY

If you have any questions about this policy, don't hesitate to get in touch.



WINGS YOUTH THEATRE  
affiliated member of  
*noda*

Wings Youth Theatre Group is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you and your parents/guardians when you become a Member or Supporter of the Group. Members pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Group. This involvement includes (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra. Supporters also includes lapsed members, as such members normally wish to remain in contact with the Group and may wish to renew their membership at a future date.

The personal information we collect from you and/or your parents/guardians. We collect basic personal details such as name, address, email address, telephone number, medical details, subscriptions and dates paid, standing order details. For members we may also take photographs and ask for biographies for use in programmes and take measurements for purpose of making and supply of costumes.

## How we use information

We will use information to newsletters, letters or emails to give details of General Meetings, shows, rehearsals, publicity events, social events, production meetings and similar events that are likely to be of interest. Your name, and possibly photograph and biography may appear in our show programmes and newsletters. Your information may also be shared with other officers of the Group. This use is in our 'Legitimate Interest'. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters. We will not share your information with other third parties without your consent.

## Security

We put in place reasonable security measures to protect against any unauthorised access of damage to, or disclosure or loss of, your information.

## Your rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your information indefinitely after you remain an active member or supporter of Wings Youth Theatre Group. We keep your information because you may resume your connection with Wings Youth Theatre Group 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 have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all 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 these ways:

**By Phone:**

07871 183531

**By email:**

hello@wingsyouththeatre.co.uk

**By post to:**

Kate Taylor  
54 Orchard Road  
Burgess Hill  
West Sussex  
RH15 9PL

**Adopted:** January 2019

**Last Reviewed:** January 2022

**Next Review:** January 2023

*Team Wings*