

# Acton AOS

## Privacy Policy for children in our Productions and their Parents/Guardians

Acton A O S is committed to protecting personal information.

This privacy policy relates to our use of any personal information we collect about children who audition for or are cast in one of our productions, and their parents/guardians. We collect this information from you or your parent or guardian.

### The Information we collect

Prior to auditions we will collect basic personal details such as your name, address, date of birth, height and parents' names, addresses, email address and telephone number. Your subscription amount and the date paid.

We will also ask for you and your parents/guardians consent to take your photograph and perhaps your biography. Prior to auditions you and your parents/guardians will be asked to give their consent to the collection of this information and the uses to which it will be put. We are able to accept directly from children over the age of 13.

### How we use information

We will use your personal information and your parents'/guardians' personal information:

- For planning aspects of the production
- To send you details of our rehearsals and communicate with you about aspects of the production.
- To support your health and well -being whilst you are taking part in rehearsals and performances.
- To comply with any legal requirements regarding your participation in the production.
- And to compile entries in our show programme.

### Security

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

### Your rights

Please let us know if your personal information or that of your parents/guardians changes as it is important that the information we hold about you and your parents/guardians is accurate and up to date. Circulating information to you and to your parents/guardians is a necessary part of being a member of the company but when the production is over, we will remove your personal information and that of your parents/guardians from our files. You and your parents/guardians have the right to request a copy of all personal information we hold about you and them in a Subject Access Request. To do this, simply write to us at the below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we hold about you.

### Changes to this Privacy Policy

We may amend this policy from time to time; for example, to keep it up to date or to comply with legal requirements.

**How to contact us** By phone to the secretary: 01270661592/07850524261

By email: renehancock@btinternet.com

By Post to: 11, Knights Way, Shavington CW25HU