****

**Privacy Notice**

This Privacy Policy is provided to you by Entr’acte Youth Company. Entr’acte Youth Company is the Data Controller for your data. Any references to “our” or “we” within this policy references to Entr’acte Youth Company.

This Privacy Notice is published with effect from 5th March 2023 in accordance with the requirements of the General Data Protection Regulation (GDPR).

**Your personal data**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Act 2018, the General Data Protection Regulation 2016/679 (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

**What data do the Data Controllers process?**

**The company will process some or all listed below to complete/perform necessary tasks**

Names, titles and aliases, photographs;

* Contact details such as telephone numbers, addresses and email addresses;
* Where they are relevant, or where you provide them to us, we may process demographic information of members, staff and workshop leaders, such as: gender, age, date of birth, education/work histories, academic/professional qualifications, hobbies;
* Also where relevant, or where you provide them to us, the data we process relating to staff and workshops leaders may include special category data (previously known as sensitive personal data) and/or criminal offence data;
* Where individuals make payments, and financial identifiers provided such as: bank account numbers, payment card numbers, payment/transaction identifiers.

**How do we process your personal data?**

The Data Controller will comply with all legal obligations to keep personal data.

We will ensure we:

* keep your personal data up to date
* keep personal data secure
* securely store and destroy any personal data
* Do not collect or retain excessive amounts of data
* protect personal data from loss, misuse, unauthorised access and disclosure
* ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

* To enable us to meet all legal and statutory obligations
* To carry out comprehensive safeguarding procedures
* To maintain our own accounts and records
* To process a fee or donation that you have made
* To notify you of changes to our activities or events
* To send you communications which you have requested and that may be of interest to you. These will include information about our workshops and productions/performances

**Special category data and criminal offence data**

Where we process special category data or criminal offence data we will obtain your explicit consent.

**Sharing your personal data**

Your personal data will be treated as strictly confidential.

Your personal data will only be shared with third parties when it is necessary (for example, an emergency situation), or where you first give us your prior consent. However, we will always obtain your prior consent before sharing any special category data and/or criminal offence data with a third party.

**How long do we keep your personal data?**

The company board will keep your personal data for 12 months (April to April) unless otherwise requested.

**Your rights and your personal data**

You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you.

• At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from.

2. The right to correct and update the information we hold on you

• If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your information erased

• If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted.

4. The right to object to the processing of your data

• You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply, or if we have legitimate grounds to continue to process your data.

5. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.

• You can withdraw your consent easily by email

6. The right to object to the processing of personal data where applicable.

**Google Analytics**

Our Site may use cookies to collect User behaviour information in an anonymous form. The information generated by cookies (including IP address) is transmitted to Google Analytics and is then used to evaluate use of the Site. To find out more about cookies, including how to control and delete them, visit allaboutcookies.org, or to opt out of being tracked by Google Analytics across all websites visit tools.google.com/dlpage/gaoptout.

**Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on our website.

We encourage members and their parents to check this page for any changes and acknowledge and agree that is it you personal responsibility to review this Privacy Notice periodically and become aware of any modifications.

This Notice was last updated in March 2023.