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| Policy Owner:                  | <b>DATA PROTECTION POLICY FOR BURDOCK VALLEY PLAYERS</b> |  |
| Review date:                   |  |   |
| Last Reviewed:<br>October 2019 |  |   |

## Objective

Burdock Valley Players (BVP) exists to educate its members and foster the interest of the public in the art and science of theatrical entertainment, by presentation of musicals, plays, performances, pantomimes and other forms of theatrical entertainment of the highest quality possible.

To further this objective, BVP holds a range of personal data on members, volunteers (e.g. directors and chaperones). Personal data is defined as any information that can identify a living individual (e.g. an entry in a database, photographs, or disciplinary records). BVP therefore has the following policy on the protection of personal data, which complies with the principles of the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018.

## Scope

This policy applies to all members and volunteers working with BVP and covers all current and future activities of the group.

### **Principle 1 Personal data shall be acquired and held fairly and lawfully.**

People completing the following forms must understand why the information is being requested and how it will be used:

- membership forms
- parental forms for youth members
- parental permission forms for publicity material
- parental emergency contact details

This also applies to photographs taken and any records from security cameras.

Medical information, classed under the Act as sensitive personal data, is held with the explicit, written, consent of the individual and with their vital interests in mind e.g. so that urgent medical attention can be given.

### **Principle 2 Personal data will only be used for the specific purpose for which it is held**

Personal data held by BVP will not be used for any purpose additional to or different from that for which it was requested, without the agreement of the individual to whom the data refers e.g. provided to an external body.

**Principle 3 Personal data held will be adequate for the purpose for which it is used.**

Data held must be sufficient to meet the needs of BVP in carrying out its stated objectives but not exceed those needs, e.g. the amount of medical information held on young people.

**Principle 4 Personal data should be accurate and where necessary kept up to date.**

The accuracy of personal data provided to BVP should be verified by the person or their guardian or parent when joining BVP. This should also apply to personal data supplied by members and volunteers. Once verified by the provider, BVP is entitled to rely on the accuracy of this data. Should personal data e.g. an address, change, the person, guardian, parent, or volunteer is responsible for notifying BVP.

**Principle 5 Personal data will not be held any longer than is necessary.**

BVP should decide on and state in relevant policies the various lengths of time that it will hold personal data e.g. membership records. It should then adhere to these time frames.

**Principle 6 Individuals have a right of access to their personal data.**

BVP has a legal requirement to provide individuals with copy of any of their own personal data that it holds. This must be easily understood and in a written format.

**Principle 7 Personal data must be held securely.**

BVP observes the following standards:

- all paper copies must be kept secure and under supervision
- personal notes e.g. from a rehearsal should be shredded if containing full names when the production has been ended
- out of date spreadsheets must be destroyed securely
- personal data, especially medical details, must only be shared on a need to know basis
- one central database should be maintained for a particular set of records and should be maintained by a nominated person who will be responsible for its security
- members must be made aware of this policy when completing the membership form/Parental consent form
- this policy must be publicised on the BVP website.

**Principle 8 Personal data must not be transferred to a country not affording a similar level of protection**

BVP members will not take or send the personal details of members to a country not giving the same level of protection to data as that in the UK e.g. accidentally taking a copy of the database, loaded on a personal IT device.