

WOW Privacy Policy for Members and their Parents/Guardians

WOW Youth Musical Theatre is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about our members and their parents/guardians. We collect this information from you and/or from your parents or guardians.

The information we collect

Prior to the auditions, we will collect basic personal details such as your name, address, date of birth, parents' names, address, e-mail address and telephone number. We also ask for a photograph and details of your hobbies and interests.

On becoming a member, we will ask you and/or your parents/guardians to consent to the collection of this personal information and the uses to which it will be put. Additional information collected as a member includes subscription amounts and dates paid, medical information, holiday dates and measurements for costumes. Your name, and possibly photograph and biography, will appear in our show programmes and you may be in our publicity photos in print and on social media.

Your information may also be shared with our committee members (who are our WOW's Trustees).

How we use information

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

- for planning any aspect of our productions
- to send you details of our rehearsals and communicate with you about any aspect of our productions
- 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, including photographs.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your personal information or 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 is accurate and up to date. Circulating information to you and your parents/ guardians is a necessary part of being a member of the company. We will keep your contact information indefinitely after you leave WOW in order to inform you of any special events such as reunions. However, you can ask us to remove your personal information from our records at any time and we will do so.

You and your parents/ guardians have the right to request a copy of all the personal information we hold about you and them 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 to the Secretary: 01305 457997

By email: info@wowyouththeatre.org.uk

By post to: The Secretary,
WOW Youth Musical Theatre,
25-27 Park Street
Weymouth
DT4 7DF

Date: April 2018