

# **WOW** Privacy Policy for Workshop Participants and their Parents

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

## **The information we collect**

Prior to the workshops, 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 keep a record of deposits and fees paid.

On taking part, you may appear in our photos and video clips, including a video of the end of workshop performance. These may be used for our publicity and appear on our website and social media pages.

Your information will also be shared with our workshop leaders and chaperones.

## **How we use information**

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

- for planning any aspect of workshop.
- to send you details of our workshops and communicate with you about any aspect of them.
- to support your health and well-being whilst you are taking part.
- to comply with any legal requirements regarding your participation in the workshop.

## **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.

When the workshop is over, for non-WOW members, we will remove your personal information and that of your parents/guardians from our files.

## **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 participant in a workshop.

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](mailto:info@wowyouththeatre.org.uk)

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

**Date:** May 2018