

Felixstowe Musical Theatre (FMT) 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 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, subscription amounts and dates paid. We may also take your photograph, ask for your biography and video the performance you are in. Prior to the auditions 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. We are able to accept consent directly from children over 13.

How we use information

Circulating information to you and your parents/ guardians is a necessary part of being a member of the company.

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

- for planning any aspect of the production
- to send you details of our rehearsals and communicate with you about any aspect 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

Your information may also be shared with our committee members (who are FMT's Trustees). This use is in our 'Legitimate interest' to allow the production and presentation of the show.

If you are involved in a show your name, photograph (group or individual) and biography may, with the consent of your parents/guardians, appear in our show programmes and videos, on our website and social media pages and in our members' newsletter. You should be aware that our show videos and programmes, website and social media pages are available to the public and that our newsletters are shared amongst our members and supporters.

We will not share your information with other third parties except as necessary to fulfil our legal duties.

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.

We will keep your information for a period of two years after the show you are involved in ends. We keep your information for this length of time because you may wish to take part in other shows with Felixstowe Musical Theatre. 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: 01473 270599

By email: nat.free33@googlemail.com

By post to: FMT Secretary, 282 Ravenswood Avenue, Ipswich, Suffolk, IP3 9TQ

Date: May 2018