

PANDA PLAYERS Privacy Policy for Children in our Productions and their Parents/Guardians

PANDA PLAYERS 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

We will collect basic personal details such as your name, address, date of birth, height, parents/guardians names, address, e-mail address and telephone number, subscription amounts, dates paid and relevant medical information. We may also take your photograph and ask for your biography. 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 can accept consent directly from children over 13 years.

How we use information

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

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.

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 and when the production is over, we will only keep basic contact information until the end of your membership after which we will remove your personal information and that of your parents/guardians from our files. You can ask us to remove your details from our files at any time using the contact information below.

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 for which you will be charged a fee in line with new regulations. 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.

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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 email

hello@pandaplayers.co.uk

By post to

Panda Players, 26 Five Acres, Chesham, HP5 1NN

Date:

14th May 2018