



PRIVACY STATEMENT

Stowmarket Youth Theatre (SYT) is a project of The ERD Connection, a charitable incorporated organisation and registered charity. This policy has been prepared by the Trustees of The ERD Connection and refers to the activities of SYT.

Summary

Stowmarket Youth Theatre collects information from all those who interact with the charity to communicate information about our programmes, ensure the smooth running of our activities and to make sure all participants receive the support they need to access and benefit from our projects.

We also collect monitoring information to ensure that we are reaching a wide range of participants. Although we are required to report this information to our funders, we will not share details with them or other parties that will allow individuals to be identified.

We commit to processing all data in line with the General Data Protection Regulations 2018. We have developed this privacy statement and aim to ensure that all who are involved with SYT understand:

- What data we collect and why we request this information
- How we use the information and data provided to us
- Rights in regard to the data we hold
- How you can change the data that we have or the way that we use your data
- Who is responsible for overseeing our data protection procedures.

If you are someone that has shared your data with us and would like more information on what data we collect, why we request it, how we use it and your rights, please see our Privacy Statement below and read our Data Protection Policy (available on our website).

If you have any questions or concerns regarding how we use your information, please contact Liz Downie, Lead Producer, at liz@erdconnection.org.uk.

How we collect, store and use your information.

PARTICIPANTS & THEIR FAMILIES

When you fill in and return a project Registration Form or other form requesting your details, you consent to Stowmarket Youth Theatre's (SYT's) use of your data and your child's data in line with our Data Protection Policy.

By returning these forms, you consent for us to use this data in the following ways:

Project Communications: To communicate with you by phone, text, email or post about your/your child's participation in current activity and to offer you/your child opportunities to join further projects/activities;

Photography/Video: To record our performances and activities for promotional, reporting and archival purposes, including using photographs/video as proof of the quality of our work on our website, social media, publications and in reports/applications to funders.

Monitoring: To monitor the demographics of our participants, and ensure that we are providing enough support for young people from a range of backgrounds to access and benefit from our projects. This information is not shared outside SYT in a way that could identify you/your child.

If you/your child wants to take part in the project, but you do not want to give photo consent, you can tell us this on your registration form.

Please note, at any time, you can change these preferences by contacting Liz at liz@erdconnection.org.uk

Storage of your information: Participants' and their family's information is currently stored in paper format in the office, electronic format on our computer systems and online via Google forms. We will keep your information for five years following your last contact with us. After this time, we will delete your contact details. Unless you tell us otherwise, we will keep your monitoring details and photographs/videos for long-term monitoring and archival purposes.

WORKERS (Staff, Freelance Workers, Volunteers, Trustees)

When you agree to work or volunteer for SYT, you agree to for us to use your data in the following ways:

Communications: to communicate with you by phone, text, email or post about your work with SYT; to facilitate communication by sharing your contact details with others in your team; to contact you regarding offers of future work, projects or activities; to contact your emergency contact in case of an emergency

Identity and DBS Checks: to check your right to work in the UK, your suitability to work with children and young people and your suitability for specific tasks (e.g. driving)

Payroll and HR Information: to allow us to engage, manage and pay workers in line with statutory responsibilities

Photography/Video: to record our performances and activities for promotional, reporting and archival purposes, including using photographs/video as proof of the quality of our work on our website, social media, publications and in reports/applications to funders.

You can deny your consent for photo/video use at any time by contacting Liz on liz@erdconnection.org.uk.

Storage of your information: Workers' information is currently stored in paper format in our office and electronic format on our computer systems. When you stop working with SYT, we will destroy any sensitive information (e.g. copy of passport, bank details). We will keep paper copies of your employment/volunteer records for two years, and electronic copies for 7 years. Your contact details will remain on our list of former workers and on our mailing lists so that we can communicate with you about SYT's programmes and potential opportunities. You can ask for this information to be deleted or changed at any time by contacting Liz Downie liz@erdconnection.org.uk

EXTERNALS (partners, funders and community members)

We collect contact details and organisational information from outside parties who interact with SYT to communicate with you about our programmes and what we offer to Stowmarket and the local community. We may contact you directly to discuss your involvement with SYT. If you are an individual donor and sign a donation form, you consent to SYT keeping you informed about your donation and its impact by email and post. You also consent to an acknowledgement of your donation on our website. This information is currently stored in electronic format on our computer systems.

MORE ON WHY WE COLLECT PARTICIPANTS' DATA

Most of the data we process comes from participants and their families. Here's some more information on why and how we use your information.

Contact Details: We ask for your contact details, including address, phone numbers and email address so we can communicate with you about our upcoming projects, your child's participation in current projects or future opportunities. We use this information to communicate with you by post, phone, email and text in order to ensure that everyone is able to access important information about our projects.

We ask for an emergency contact and number so that we can get in touch with a parent/carer in case of an emergency.

Date of Birth: Participants' dates of birth help us to identify appropriate projects/subject matter for your child based on their age group, and to monitor the reach of our projects across age groups.

School: Information on the school/college your child attends helps us to ensure that our projects are reaching participants in different schools. This information also helps us prioritise places for children in state/free schools, academies and in home schooling.

Monitoring Details: Our Registration Forms ask for information on your child's gender, ethnic background, if they have any special needs or if they require any additional support. We may also ask for your housing association and if anyone in your household is in receipt of support for a low-income. This information helps us to monitor the inclusiveness of our projects and ensure that all children get the right support to take part and achieve through the project.

Attendance: We take a register of participants who have engaged in that session, and this information on paper in our office and electronically on our computers.

Attendance information allows us to track who has taken part in which projects, as well as aggregate statistics like retention rates across projects.

Evaluation: We ask members to self-assess how the project has helped them through feedback forms at the beginning and end of the project. Answers on these forms are stored on paper in our office allowing us to examine the impact of our projects across multiple years.

MORE ON OUR PHOTOGRAPHY/VIDEO USE

We use pictures of productions and certain activities to promote SYT through print material (e.g. flyers), our website, social media channels (Facebook, TikTok and Instagram).

Our Social Media* policy outlines how we use social media in line with our Safeguarding policy.

We regularly update photographs on our website and in print to represent recent participants. Photographs of previous participants are kept in our digital folders, the history section of our website and in print for archival purposes. From time to time, we are asked to provide funders with pictures to use on their websites and annual reports to showcase the work they support. We may share promotional photos of our productions in these circumstances. We will endeavour to inform you when your/your child's photo is used in this way.

CONFIDENTIALITY

The information you give us including your full name, contact and monitoring details will be kept confidentially, and will only be accessed by those working for SYT for the purposes set out above.

Data shared with outside sources, including our funders, will be made anonymous.

If we are asked to share your information with individuals or outside parties, we will first obtain your consent to share this information. In special circumstances, we may need to share your details with other parties without your consent. The decision to share information without explicit consent will be made by the Lead Producer.

Situations in which we may share your information may include:

- If we are concerned that you are being harmed, may be harmed or may harm someone else, we may share your details with social services or emergency services as per our Safeguarding Policy.
- If we are asked to share your details for investigation into an incident that occurred within SYT or between SYT participants, we may share your details with police or other investigatory bodies. Even in special circumstances, we will always try to seek your consent before sharing your information.

YOUR RIGHTS

Your data belongs to you, and under the General Data Protection Regulations (GDPR), you have rights to say what you want to happen with your data. Your rights are:

- **Right to be informed:** SYT will tell you in a clear, accessible way what data we collect and why, and how we use it.

- **Right of access:** SYT will comply with any reasonable request to access the data we hold on you
- **Right to rectification:** SYT will correct the data we hold on you if it is inaccurate or incomplete
- **Right to erasure or Right to 'be forgotten':** SYT will erase or make anonymous any data we hold on you, at your request
- **Right to restrict processing:** At your request, SYT will halt processing of inaccurate data or if you feel data is collected without a valid purpose
- **Right to object:** In certain cases, you have the right to object to how we process your data. For instance, you have the right to ask us not to contact you through a certain format (e.g. email)
- **Rights in Relation to Automated Decision Making:** SYT does not use automated decision making or automated profiling.

HOW TO CHANGE YOUR DATA: If you would like to change your data, or change how we use your data, please email us on liz@erdconnection.org.uk.

If you want to stop receiving information about getting involved in our projects, please confirm:

- Do you consent to us retaining your/your child's monitoring details for evaluation purposes?
- Do you consent to us retaining photographs of your child for archival purposes?

Who Is Responsible for Data Protection

Everyone who works with and for SYT is responsible for handling data lawfully, fairly and transparently. If you have concerns regarding how your data is being handled, we ask that in the first instance, you contact: Liz Downie, Lead Producer, liz@erdconnection.org.uk

If the Lead Producer is not able to manage your concern in a satisfactory manner, you can contact our: Senior Information Rights Owner (SIRO): ERD Connection Trustee. Please contact the Lead Producer for the SIRO's direct contact details.

If you feel that your data has been used in a way that is inappropriate resulting in breach of data protection laws, you can report this breach to:
Information Commissioners' Office (ICO): 0303 123 1113

*Social Media Policy currently being finalised.

This policy will be reviewed every two years, minimum, or sooner if required.

Policy Date: September 2023 Review Date: September 2025