



heos1911@gmail.com  
Registered Charity No: 80279

## PRIVACY POLICY CHILDREN IN OUR PRODUCTIONS AND THEIR PARENTS/GUARDIANS

HEOS Musical Theatre is committed to protecting your online privacy and takes the management of any personal identifiable information very seriously.

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 or information we collect from you and/or from your parents or guardians.

### The information we collect

We will collect basic personal details such as your name, address, email address, date of birth, height, measurements for costumes, parents'/guardians' names, and telephone number, subscription amounts and dates paid.

We will take photos and video during production rehearsals to use for promotional purposes and your name will feature in the show programme. You may be asked to provide a biography.

### 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
- to send you newsletters and information about future shows

### 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 performer of the Society. When the production is over, we will retain your personal information and that of your parents/guardians. If you would like the personal information deleted, you can write to us requesting this action. 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 us at the email 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 following ways:

**By Phone:** 07758 841523

**By Email:** [memsec@heos.org.uk](mailto:memsec@heos.org.uk)

Date: 11 May 2018



@HEOS\_MT



#heosmusicaltheatr

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