

PRIVACY STATEMENT

Summary:

Lewisham Youth Theatre collects information from all those who interact with the charity in order to communicate with you 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 as a whole, we will not share details with other parties that will allow the individuals to be identified. We commit to processing all data in line with the General Data Protection Regulations 2018.

As part of our work to ensure compliance with the new General Data Protection Regulations (GDPR) coming into place in May 2018, we have developed the privacy statement to ensure that all who are involved with LYT understand:

- What data we collect and Why we request this information;
- How we use the information and data you give us;
- Your rights in regards to your data
- 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

For 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 concerned regarding how we use your information, please contact Victoria Shaskan, CEO (Data Controller) on 020 8690 3428.

HOW WE COLLECT, STORE AND USE YOUR INFORMATION

Participants and Their Families:

When you fill in and return a New Enquiries Form, project Registration Form or other form requesting your details, you consent to Lewisham Youth Theatre's (LYT) 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;
- **Newsletter:** To let you know about LYT's other performances, programmes and activities through our newsletter sent out about 4 times a year;
- **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. We take professional photographs of each production, and provide a CD of all the photos from that production for a small fee.
- **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 LYT 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 subscribe to our newsletter or give photo consent, you can tell us this on your registration form. At any time, you can change these preferences by contacting us on 020 8690 3428.

Storage of your information: Participants' and their family's information is currently stored in paper format in our office, electronic format on our computer systems and online through the Substance Views database.

We will keep your information for 5 years following your last contact with us. After this time, we will delete your contact details and archive your entry on our Views database. 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 LYT, 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 LYT; 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
- **Newsletter:** To let you know about LYT's performances, programmes and activities through our newsletter sent out about 4 times a year;
- **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 unsubscribe from our newsletter or deny your consent for photo/video use at any time by contacting us on 020 8690 3428 / info@lewishamyouththeatre.com.

Storage of your information: Workers' information is currently stored in paper format in our office, electronic format on our computer systems and online through the Xero bookkeeping/payroll system and Google Docs.

When you leave LYT, we will destroy any sensitive information (e.g. copy of passport, bank details). We will keep paper copies of your employment/volunteer records for 2 years, and electronic copies for 7 years. Your contact details will remain on our list of former workers and on our newsletter mailing list if you are a subscriber so that we can communicate with you about LYT's programmes and potential opportunities. You can ask for this information to be deleted or changed at any time by calling the office.

Partners, Funders and Community Members

We collect contact details and organisational information from outside parties who interact with LYT in order to communicate with you about our programmes and what we offer to the Lewisham community. We may contact you directly to discuss your involvement with LYT, or may communicate with you through our newsletter if you are a subscriber.

If you are an individual donor and sign a donation form, you consent to LYT 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 and online through Google Docs and Mailchimp.

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 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 home schooling as per our recruitment policy.

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 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 is stored within our cloud-based database. 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. Your answers on

these forms are stored on our Views database, 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 (like Members' Committee) to promote LYT through print material (e.g. flyers), our website, social media channels (Facebook, Twitter and Instagram) and other online promotions (e.g. The Big Give). 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 LYT 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 Artistic Director and/or Executive Director. 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 LYT or between LYT 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:** LYT will tell you in a clear, accessible way what data we collect and why, and how we use it.
- **Right of access:** LYT will comply with any reasonable request to access the data we hold on you

- **Right to rectification:** LYT will correct the data we hold on you if it is inaccurate or incomplete
- **Right to erasure or Right to ‘be forgotten’:** LYT will erase or make anonymous any data we hold on you, at your request
- **Right to restrict processing:** At your request, LYT 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:** LYT 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 call us on 020 8690 3428 or email us on info@lewishamyouththeatre.com.

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

- Do you consent to remaining on our Newsletter e-mailing list?
- 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 LYT 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:

Data Controller: Victoria Shaskan, CEO – victoria@lewishamyouththeatre.com

If the Data Controller is not able to manage your concern in a satisfactory manner, you can contact:

Senior Information Rights Owner (SIRO): Tom Toomse-Smith, Treasurer
Please contact LYT for the SIRO’s direct contact details:
info@lewishamyouththeatre.com

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