



PRIVACY POLICY FOR CHILDREN AND THEIR PARENTS/GUARDIANS

Darlington Operatic Society (DarlingtonOS) is committed to protect personal information. This Privacy Policy relates to our use of any personal information we collect about children who audition or are cast in one of our productions and their parents / guardians.

The information we collect

Prior to any auditions specifically for children we collect basic personal details such as name, address, email address, telephone number, height, date of birth, any medical conditions and also ask for a photograph.

How we use information

We will use the information you submit:

For planning any aspect of the production

To send details of rehearsals and communicate about any aspect of the production

To support your health and well-being whilst you are taking part in rehearsals and / or performances

To comply with any legal requirements regarding your participation in the production

To us in promotional material for the specific show

Security

We put in place reasonable security measures to protect against any unauthorized access or damage to, disclosure or loss of, your information.

Your rights

Please let us know if your information changes as it is important that the information we hold about you is accurate and up to date. Once the production is over, all personal information you have supplied will be deleted from our files. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this simply contact us at the address below. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this 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 to 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 at darlingtonos@hotmail.co.uk

Date: 18 May 2018