



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

**Melksham Music and Drama** 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

Prior to the auditions, we will collect basic personal details such as your name, address, date of birth, height, parents' names, address, e-mail address and telephone number, subscription amounts and dates paid. 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 14. You can, at any time, request that we remove your information permanently.

### 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.

**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:

Data Protection Representative: Donna Ruderman Mobile: 07977 319236

Email: [donnaruderman@sky.com](mailto:donnaruderman@sky.com)

Secretary: Mandy Raikes-May Email: [secretary@mmad.org.uk](mailto:secretary@mmad.org.uk)