



# Herts Inclusive Theatre

## Privacy Policy

### Introduction

Herts Inclusive Theatre (HIT) recognises that it has a responsibility to protect the rights and privacy of individuals in accordance with current legislation. The personal data that HIT processes to provide their services relates to its participants and other individuals as necessary, including staff, volunteers and contractors.

**This policy should be read in conjunction with our Data Protection and HR policies.**

### Scope

This policy applies to all personal data processed by HIT and is part of HIT's approach to compliance with data protection law. All HIT staff, volunteers and contractors are expected to comply with this policy and failure to comply may lead to disciplinary action for misconduct, including dismissal.

The policy will be drawn to the attention of funding agencies, stakeholders, participants and job applicants where/if required.

### Policy

#### The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics for employees, contractors, volunteers and participants (for example, name and contact details)
- Photographic and video evidence (only of those with written permission)
- Financial information relating to employees, contractors and organisations in order to make payments
- Disclosure and Barring Service (DBS) Certificate Number and Expiry Date (Employees, Contractors and Volunteers only)
- Emergency contact names and telephone contacts for all employees, contractors, volunteers and participants (provided by applicant)
- Contact details and previous work experience for potential job and volunteer applicants
- Name and email addresses for marketing purposes (self-subscribing to Mailchimp)
- Name and email addresses of business and organisation contacts for day to day operations



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## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To directly contact regarding activities or operations
- To make and receive payments
- For emergency contact use
- Reporting to funders and commissioners
- For direct marketing
- Safeguarding, Health and Safety requirements

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [admin@hit-theatre.org.uk](mailto:admin@hit-theatre.org.uk) / 01923 216951

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

## How we store your personal information

Your information is securely stored. We store all of our personal contact information, photographs and videos digitally. We use the following cloud-based service providers LoveAdmin, Parim, Mailchimp and Google Drive.

We keep participant and volunteer personal contact information for one year after you have left contact with the organisation. We will then dispose your information by full deletion from digital records, including any backups.

We keep employee data for 6 years after you have left contact with the organisation, all information provided by job applicants is kept for 6 months after contact. We will then dispose of your information by full deletion from digital records including any backups.

All photographic and video footage is kept ongoing unless a request for full deletion is received.



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## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [admin@hit-theatre.org.uk](mailto:admin@hit-theatre.org.uk) / 01923 216951 if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [admin@hit-theatre.org.uk](mailto:admin@hit-theatre.org.uk) / 01923 216951

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>



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