



# Kindred Spirits Theatre Company Limited Privacy Policy

## **Our contact details**

Name: Kindred Spirits Theatre Company Limited

Email: [heather@kindredspirits theatre.co.uk](mailto:heather@kindredspirits theatre.co.uk)

Website: [www.kindredspirits theatre.co.uk](http://www.kindredspirits theatre.co.uk)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Age and date of birth
- Emergency contact details
- Medical details
- Clothing measurements (for costuming purposes when required)
- Freelance staff financial information

## **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:

- Registering your child for one of our classes
- Buying tickets for one of our productions
- Applying for a freelance or volunteer position

We use the information that you have given us in order to fulfil our safeguarding policy and to fulfil sales.

We may share this information with medical professionals, theatre staff at our performances and external costuming companies (only as appropriate and on a need to know basis).

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: heather@kindredspiritstheatre.co.uk**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(f) We have a legitimate interest.**

## **How we store your personal information**

Your information is securely stored.

We keep registration forms, application forms and permission forms for the duration of your/your child's time with us. In the event that you/your child leaves us, these will be kept for 12 months after. We will then dispose your information by digital file deletion and manual shredding.

## **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 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 [heather@kindredspiritstheatre.co.uk](mailto:heather@kindredspiritstheatre.co.uk) 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 [heather@kindredspiritstheatre.co.uk](mailto:heather@kindredspiritstheatre.co.uk).

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>