## Objective

Andover Musical Theatre Company (AMTC) exists to educate its members and foster the interest of the public in the art and science of music, by presentation of musicals, performances, operettas and other forms of musical entertainment of the highest quality possible.

To further this objective, AMTC holds a range of personal data on members, employees (e.g. artistic and musical directors) and volunteers. Personal data is defined as any information that can identify a living individual (e.g. an entry in a database, photographs, or disciplinary records). AMTC therefore has the following policy on the protection of personal data, which complies with the principles of the Data Protection Act 1998.

## Scope

This policy applies to all employees and volunteers working with AMTC and covers all current and future activities of the charity.

## Principle 1 Personal data shall be acquired and held fairly and lawfully.

People completing the following forms must understand why the information is being requested and how it will be used:

* membership forms
* employee records
* audition forms
* parental forms for youth members’ licence applications
* parental permission forms for publicity material
* parental emergency contact details
* children’s registers for rehearsals and shows.

This also applies to photographs taken and any records from security cameras.

Medical information, classed under the Act as sensitive personal data, is held with the explicit, written, consent of the individual and with their vital interests in mind e.g. so that urgent medical attention can be given.

## Principle 2 Personal data will only be used for the specific purpose for which it is held

Personal data held by AMTC will not be used for any purpose additional to or different from that for which it was requested, without the agreement of the individual to whom the data refers e.g. provided to an external body.

## Principle 3 Personal data held will be adequate for the purpose for which it is used.

Data held must be sufficient to meet the needs of AMTC in carrying out its stated objectives but not exceed those needs, e.g. the amount of medical information held on young people.

## Principle 4 Personal data should be accurate and where necessary kept up to date.

The accuracy of personal data provided to AMTC should be verified by the person or their guardian or parent when joining AMTC. This should also apply to personal data supplied by employees and volunteers. Once verified by the provider, AMTC is entitled to rely on the accuracy of this data.

Should personal data e.g. an address, change, the person, guardian, parent, employee or volunteer is responsible for notifying AMTC.

## Principle 5 Personal data will not be held any longer than is necessary.

AMTC should decide on and state in relevant policies the various lengths of time that it will hold personal data e.g. membership records. It should then adhere to these time frames, e.g. audition forms and notes should not be held for more than 6 months.

## Principle 6 Individuals have a right of access to their personal data.

AMTC has a legal requirement to provide individuals with copy of any of their own personal data that it holds. This must be easily understood and in a written format.

## Principle 7 Personal data must be held securely.

AMTC observes the following standards:

* all paper copies must be kept secure and under supervision
* personal notes e.g. from an audition should be stored securely or shredded
* discipline records must be kept under supervision
* out of date spreadsheets must be destroyed securely
* personal data, especially medical details, must only be shared on a need to know basis
* one central database should be maintained for a particular set of records and should be maintained by a nominated person who will be responsible for its security
* employees and trustees must read this policy and provide written confirmation to say that they have understood it
* this policy must be publicised on the AMTC website.

## Principle 8 Personal data must not be transferred to a country not affording a similar level of protection

AMTC employees and trustees will not take or send the personal details of members to a country not giving the same level of protection to data as that in the UK e.g. accidentally taking a copy of the database, loaded on a personal IT device.