

PRIVACY NOTICE

This notice is a public statement of how Bounce Theatre applies data protection principles to processing your data in accordance with the General Data Protection Regulations (GDPR) 2018 and the Data Protection Act 2018.

1. Our Contact Details

Bounce Theatre

Artistic Director: Louise Pendry

Address for postal correspondence: Bounce Theatre, c/o 31 Gresham Road, Hampton, TW12 3RB

Email: louise@bouncetheatre.com

Telephone: +44 (0)7980 210705

Website: <https://bouncetheatre.com/>

2. Personal Data

Personal data is defined as any information that could act as an identifier to a particular person, either directly or indirectly.

Under the GDPR, the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting us in writing using the details above.
- We have a contractual obligation.
- **We have a legal obligation.**

3. Your Rights

You have the right to:

- **Access** – to ask us for copies of your personal data we have collected;
- **Rectification** – to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;
- **Erasure** – to ask us to erase your personal information in certain circumstances.
- **Restrict processing** – to ask us to restrict the processing of your information in certain circumstances.
- **Object to processing** – to object to the processing of your personal data in certain circumstances.
- **Data portability** – to ask that we transfer the 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. To request any of these actions, please write to: louise@bouncetheatre.com There may be a small charge for processing certain requests.

4. What personal data does Bounce Theatre collect and why?

The following data is required for enrolment and participation in workshops/classes/performances:

What do we collect?	Why do we collect it?
Child's/Adult's Name	Used for identification in workshops/classes, attendance monitoring, progress reporting, fire and health and safety protocols, filing for qualifications and/or awards.
Date of Birth/Age	Used for identification and cross-checking in the case of duplicate names, match suitability for classes/workshops grouped by age, check eligibility for events/qualifications/awards if age limits apply.
Gender	May be reported to funding bodies.
Address/Borough/Postcode	Sometimes used for sending letters/certificates and other information by post. Postcode may be reported to funding bodies.
Ethnicity	May be used for evaluating diversity reach. May be reported to funding bodies.
Disability Status	May be used for evaluating diversity reach. May be reported to funding bodies. May be used to make reasonable adjustments to the delivery of our programmes/services.
Parent/Guardian/Designated Adult's Email Address	Sometimes used for sending information about classes/shows/events and other information by email.
Parent/Guardian/ Designated Adult's Contact Telephone Number(s)	Used in the event of any emergency or medical situation that may arise.
Emergency Contact Name/Number	Used if we need to contact the next of kin in the event of any emergency or medical situation that may arise.
Allergies/Medication	To ensure the participant is kept safe and healthy whilst under our care/supervision and so that relevant information can be shared with paramedics or medical professionals should an emergency situation arise.
Attendance and project involvement registers	Used for payment calculations, reporting to awarding bodies (e.g. Arts Council), impact assessments, and for reporting back to host schools/clubs.
Permissions	Used when activities/performances are photographed or filmed by Bounce Theatre and for any media to be stored and/or shared in publicity materials and social media platforms.
Feedback/evaluation from participants	Used for evaluating and improving what we deliver. Quotes may be used for promotional activities. Evaluation and feedback is anonymised.

It is the parent/guardian/participant's responsibility to keep Bounce Theatre up to date with all relevant medical information, including injuries and both physical and psychological conditions.

5. Photography and Images

From time to time, we may employ a photographer or freelance staff may take photographs/video which will be used for promotional activities (either relating to a specific event or for general Bounce Theatre work). We request parent/guardian/participant consent on our forms, so that these images may be:

- used to advertise Bounce Theatre via various media outlets and social media platforms;
- printed and displayed on noticeboards to celebrate participant activities and achievement;
- sent via Whatsapp, email, Messenger etc. to parents/guardians/designated adult's to let them know what their children are doing with us;
- published on social media platforms and our website as evidence of our activities.

Photographs and images will be retained in accordance with the consent granted on the enrolment and evaluation forms.

6. Sharing Personal Data

Personal data is only shared outside of Bounce Theatre when participants undertake activities for awards, participate in certain events or performances, or when it is legally required – e.g. in cases of child protection or police matters.

Bounce Theatre will submit required data to the following organisations for awards/examinations:

- The Arts Council
- Trinity College London

Minimal personal data may be shared to enable participants to take part in events where a licence is required for a performance.

7. Storage and Retention of Personal Data

All electronic information is stored on Bounce Theatre's approved devices only and is password protected and/or encrypted. Any forms, letters etc. containing personal data are stored separately and securely. Access is restricted to the Director and designated staff members.

In the event that a participant no longer attends Bounce Theatre, their personal data will be retained for the academic year and will then be deleted and destroyed securely during our annual review.

8. Questions?

If you have any queries or questions in relation to this notice, or would like further information on how your information is used, please get in touch with louise@bouncetheatre.com

You can also complain to the Information Commissioner's Office (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

9. Changes to the Bounce Theatre Privacy Notice

The notice will be reviewed annually and updated as legislation and company circumstances change over time.

Date Reviewed: December 2019

Next Review Date: December 2020