



Knaresborough Youth Theatre GDPR Policy

Introduction

Knaresborough Youth Theatre (KYT) is committed to protecting the privacy and security of personal data collected from our participants, their parents/guardians, staff, and volunteers. This General Data Protection Regulation (GDPR) Policy outlines our approach to ensuring compliance with GDPR and related data protection laws in the United Kingdom.

Scope

This policy applies to all personal data processed by KYT, including data collected through registration forms, attendance records, consent forms, incident reports, and other means. Personal data refers to any information that can be used to identify an individual, such as names, addresses, contact information, health information and other relevant details.

Data Protection Principles

KYT adheres to the following data protection principles:

- a) Lawfulness, fairness, and transparency - we process personal data lawfully, fairly, and transparently.
- b) Purpose limitation - we collect personal data for specified, explicit, and legitimate purposes and do not process it further in a manner incompatible with those purposes.
- c) Data minimization - we only collect personal data that is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- d) Accuracy - we take reasonable steps to ensure that personal data is accurate and, where necessary, kept up to date.
- e) Storage limitation - we retain personal data for no longer than is necessary for the purposes for which it is processed.
- f) Integrity and confidentiality - we ensure the appropriate security of personal data, including protection against unauthorised or unlawful processing and accidental loss, destruction, or damage.

Legal Basis for Processing Personal Data

KYT processes personal data on one or more of the following legal bases:

- a) Consent - the parent/guardian has given their consent for the processing of personal data for a specific purpose.
- b) Contract - the processing is necessary for the performance of a contract to which the parent/carer is a party or in order to take steps at the request of the parent/carer before entering into a contract.



- c) Legal obligation - the processing is necessary for compliance with a legal obligation to which KYT is subject.
- d) Vital interests - the processing is necessary to protect the vital interests of the data subject or another person.

Data Subject Rights

Under GDPR, data subjects have the following rights:

- a) The right to be informed about the collection and use of their personal data.
- b) The right to access their personal data.
- c) The right to rectification of inaccurate or incomplete personal data.
- d) The right to erasure of their personal data.
- e) The right to restrict processing of their personal data.
- f) The right to data portability, which allows data subjects to receive their personal data in a structured, commonly used, and machine-readable format.
- g) The right to object to the processing of their personal data.
- h) Rights in relation to automated decision-making and profiling.

Data Security and Breach Reporting

KYT has implemented appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and accidental loss, destruction, or damage. In the event of a personal data breach, KYT will notify the Information Commissioner's Office (ICO) and affected data subjects within 72 hours, as required by GDPR.

Data Protection Officer

The Data Protection Officer (DPO) for Knaresborough Youth Theatre is Rowena Lloyd. The DPO is responsible for overseeing KYT's data protection activities, ensuring compliance with GDPR, and acting as a point of contact for data subjects and the ICO. The DPO can be contacted at admin@knaresboroughyouththeatre.co.uk for any inquiries related to data protection and privacy.

Data Retention

KYT retains personal data for as long as necessary to fulfil the purposes for which it was collected or to comply with legal, regulatory, or internal policy requirements. Upon the expiration of the retention period, personal data will be securely deleted or anonymized.

Third-Party Data Processors

KYT may engage third-party data processors to perform certain functions on our behalf, such as managing our mailing lists or processing payments. We ensure that these processors



comply with GDPR and other relevant data protection regulations by entering into written agreements that outline the respective responsibilities and obligations related to data processing.

Policy Updates

This GDPR Policy will be reviewed periodically and updated as required to ensure compliance with the latest data protection regulations and best practices. All staff, volunteers, and data subjects will be informed of any changes to the policy.

Adopted on: 19/03/2023

Signed by:
Rowena Lloyd, Data Protection Officer
Knaresborough Youth Theatre