

Privacy Statement

Lewisham Youth Theatre (LYT) collects information from all those who interact with the charity to communicate with you about our programmes and to make sure all participants receive the support they need to access and benefit from our projects. We also collect monitoring information to ensure that we reach a wide range of participants.

Although we are required to report this information to our funders, we will not share details with other parties that will allow the individuals to be identified. We commit to processing all data in line with the General Data Protection Regulations (GDPR) 2018.

This privacy statement ensures that all who are involved with LYT understand:

- What data do we collect and why do we request this information
- How we use the information and data you give us
- Your data rights
- How you can change the data that we have or the way that we use your data
- Who is responsible for overseeing our data protection procedures

For more information on what data we collect, why we request it, how we use it and your rights, please see our Privacy Statement below and read our Data Protection Policy (available on our website). If you have any questions or concerns regarding how we use your information, please contact Molly Cox, Senior Producer (Data Controller) on 0208 318 2508.

How We Collect, Store and Use Your Information

Participants and Their Families

When you fill in and return a new enquiries form, project registration form or other form requesting your details, you consent to LYT use of your data and your young person's data in line with our Data Protection Policy. By returning these forms, you consent for us to use this data in the following ways:

- Project Communications - To communicate with you by phone, text, email or post about your/your young person's participation in current activity and to offer you/your person opportunities to join further projects/activities.
- Newsletter - To let you know about LYT's other performances, programmes and activities through our newsletter sent out about 4 times a year.
- Photography/Video - To record our performances and activities for promotional, reporting and archival purposes, including using photographs/videos as proof of the quality of our work on our website, social media, publications and in reports/applications to funders. We take professional photographs of each production and provide a link to access the photos, which expires after a week.

- **Monitoring** - To monitor the demographics of our participants and ensure that we are providing enough support for young people from a range of backgrounds to access and benefit from our projects. This information is not shared outside LYT in a way that could identify you/your young person.

If you/your young person wants to take part in the project, but you do not want to subscribe to our newsletter or give photo consent, you can tell us this on your registration form. At any time, you can change these preferences by contacting us on 0208 318 2508 / info@lewishamyouththeatre.com

Participants' and their family's information is currently stored in paper format in our office, electronic format on our computer systems/ Google Drive and online through the Substance Views database.

We will keep your information for 5 years following your last contact with us. After this time, we will delete your contact details and archive your entry on our Views database. Unless you tell us otherwise, we will keep your monitoring details and photographs/videos for long-term monitoring and archival purposes.

Workers (staff, freelancers, trainee freelancers, volunteers, trustees)

When you agree to work or volunteer for LYT, you agree to let us use your data in the following ways:

- **Communications** - To communicate with you by phone, text, email or post about your work with LYT; to facilitate communication by sharing your contact details with others in your team; to contact you regarding offers of future work, projects or activities; to contact your emergency contact in case of an emergency.
- **Identity and DBS Checks** - To check your right to work in the UK, your suitability to work with children and young people and your suitability for specific tasks (e.g. driving).
- **Payroll and HR Information** - To allow us to engage, manage and pay workers in line with statutory responsibilities.
- **Newsletter** - To let you know about LYT's performances, programmes and activities through our newsletter sent out about 4 times a year.
- **Photography/Video** - To record our performances and activities for promotional, reporting and archival purposes, including using photographs/videos as proof of the quality of our work on our website, social media, publications and in reports/applications to funders.

You can unsubscribe from our newsletter or deny your consent for photo/video use at any time by contacting us on 0208 318 2508 / info@lewishamyouththeatre.com

Staff's information is currently stored in electronic format on our computer systems and online through the Xero bookkeeping/payroll system and Google Drive.

When you leave LYT, we will destroy any sensitive information (e.g. copy of passport, bank details). We will keep paper copies of your employment/volunteer records for 2 years, and electronic copies for 7 years. Your contact details will remain on our list of former workers and on our newsletter mailing list if you are a subscriber so that we can communicate with you about LYT's programmes and potential opportunities. You can ask for this information to be deleted or changed at any time by calling the office.

Partners, Funders and Community Members

We collect contact details and organisational information from outside parties who interact with LYT to communicate with you about our programmes and what we offer to the Lewisham community. We may contact you directly to discuss your involvement with LYT or may communicate with you through our newsletter if you are a subscriber.

If you are an individual donor and sign a donation form, you consent to LYT keeping you informed about your donation and its impact by email and post.

This information is currently stored in electronic format on our computer systems and online through Google Drive and Mailchimp.

More On Why We Collect Participants' Data

Most of the data we process comes from participants and their families. Here's some more information on why and how we use your information:

Contact Details

We ask for your contact details, including address, phone numbers and email address so we can communicate with you about our upcoming projects, your young person's participation in current projects or future opportunities. We use this information to communicate with you by post, phone, email and text to ensure that everyone can access important information about our projects. We ask for an emergency contact and number so that we can get in touch with a parent/carer in case of an emergency.

Date of Birth

Participants' dates of birth help us to identify appropriate projects for your young person based on their age group, and to monitor the reach of our projects across age groups.

School

Information on the school/college your young person attends help us to ensure that our projects are reaching participants in different schools. This information also helps us prioritise places for young people in state/free schools, academies and home schooling as per our Recruitment policy.

Monitoring Details

Our registration forms ask for information on your young person's gender, ethnicity, if they have any disabilities (physical or mental) or if they require any additional support. We also ask if anyone in your household is in receipt of support for a low-income. This information helps us to monitor the inclusiveness of our projects and ensure that all young people get the right support to take part and achieve through the project.

Attendance

We take a register of participants who have engaged in that session, and this information is stored within our Views database. Attendance information allows us to track who has taken part in which projects, as well as aggregate statistics like retention rates across projects.

Evaluation: We ask members to self-assess how the project has helped them through feedback forms at the beginning and end of the project. Your answers on these forms are stored on our Views database and our Google Drive, allowing us to examine the impact of our projects across multiple years.

More On Our Photography/Video Use

We use pictures of productions and certain activities to promote LYT through print material (e.g. flyers), our website, social media channels (Facebook and Instagram) and other online promotions (e.g. The Big Give). Our Technology policy outlines how we use social media in line with our Safeguarding policy.

We regularly update photographs on our website to represent recent participants. Photographs of previous participants are kept in our digital folders in print for archival purposes.

From time to time, we are asked to provide funders with pictures to use on their websites and annual reports to showcase the work they support. We may share promotional photos of our productions in these circumstances. We will ask your consent if we use you/your young person's photo is used in this way.

Confidentiality

The information you give us including your full name, contact and monitoring details will be kept confidential, and will only be accessed by those working for LYT for the purposes set out above. Data shared with outside sources, including our funders, will be made anonymous.

If we are asked to share your information with individuals or outside parties, we will first obtain your consent to share this information. For safeguarding, we may need to share your details with other parties without your consent.

The decision to share information without explicit consent will be made by the Designated Safeguarding Lead. Situations in which we may share your information may include:

- If we are concerned that you are being harmed, may be harmed or may harm someone else, we may share your details with social services or emergency services as per our Safeguarding Policy.
- If we are asked to share your details for investigation into an incident that occurred within LYT or between LYT participants, we may share your details with police or other investigatory bodies.

Even in special circumstances, we will always try to seek your consent before sharing your information.

Your Rights

Your data belongs to you, and under GDPR, you have rights to say what you want to happen with your data. Your rights are:

- **Right to be informed:** LYT will tell you in a clear, accessible way what data we collect and why, and how we use it.
- **Right of access:** LYT will comply with any reasonable request to access the data we hold on you.
- **Right to rectification:** LYT will correct the data we hold on you if it is inaccurate or incomplete.
- **Right to erasure or right to 'be forgotten':** LYT will erase or make anonymous any data we hold on you, at your request.
- **Right to restrict processing:** At your request, LYT will halt processing of inaccurate data or if you feel data is collected without a valid purpose.
- **Right to object:** In certain cases, you have the right to object to how we process your data. For instance, you have the right to ask us not to contact you through a certain format (e.g. email).
- **Rights in relation to automated decision making:** LYT does not use automated decision making or automated profiling.

How To Change Your Data:

If you would like to change your data, or change how we use your data, please call us on 0208 318 2508 or email us on info@lewishamyouththeatre.com.

If you want to stop receiving information about getting involved in our projects, please confirm:

- Do you consent to remaining on our newsletter e-mailing list?

- Do you consent to us retaining your/your young person's monitoring details for evaluation purposes?
- Do you consent to us retaining photographs of your young person for archival purposes?

Who Is Responsible for Data Protection

Everyone who works with and for LYT is responsible for handling data lawfully, fairly and transparently. If you have concerns regarding how your data is being handled, we ask that in the first instance, you contact:

Data Controller: Molly Cox, Senior Producer – molly@lewishamyouththeatre.com

If the Data Controller cannot manage your concern in a satisfactory manner, you can contact:

Senior Information Rights Owner (SIRO): Alice Chen, Treasurer
Please contact LYT for the SIRO's direct contact details: info@lewishamyouththeatre.com

If you feel that your data has been used in a way that is inappropriate resulting in breach of data protection laws, you can report this breach to:

Information Commissioners' Office (ICO): 0303 123 1113