



## Privacy Policy for Young People aged 10-18 and for their Parents/Guardians/Carers

**Poulner Players** is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about children who audition for or are cast in one of our productions and their parents/guardians.

### The information we collect

Prior to the auditions and performance, we will collect basic personal details such as your name, address, date of birth, measurements, parents'/guardians' names, address, e-mail address and telephone number, subscription amounts and dates paid. We may also take your photograph and ask for your biography.

### How we use information

We will use your child's and your parents'/guardians' personal information:

- to send you details of Rehearsals and communicate with you about any aspect of the production
- to support their health and well-being whilst they are taking part in rehearsals and performances
- to comply with any legal requirements regarding their participation in the production
- and to compile entries in our show Programme

### Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your personal information or your parents'/guardians' personal information.

### Your rights

Please let us know if any of your personal information changes, as it is important that the information we hold about you is accurate and up to date. Circulating information to parents/guardians is a necessary part of being a member of the company and will continue throughout your membership year. Parents/Guardians have the right to request a copy of all the personal information we hold about them and their child in a Subject Access Request. To do this, simply email us at: [info@poulnerplayers.com](mailto:info@poulnerplayers.com). We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

**Up to date copies of all our policies may be found on our website  
[www.poulnerplayers.com](http://www.poulnerplayers.com)**