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bringing together performance & psychology

Data Protection Policy

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| Originally written | Helen Lees (Company Secretary) | 22.09.11 |
| Last Reviewed | Helen Lees (Fundraising and Safeguarding Officer) | 13.07.15 |
| Due for Review | | 13.07.16 |

Signed off by Jude Theatre Company Board Members: Ian Mackay,
Helen Lees and Louise Pounds

This Policy has been written using information from the Data Protection Act 1998 and The Arts Council England by Jude Theatre Company members.

Introduction

The Data Protection Act covers information about individuals which is held on computer or in a manual filing system, or which is recorded with the intention that it will be part of such systems. The Act applies to people or organisations that use or hold such personal data.

The Act is based on the right of the individual (the Data Subject) to know what information is being held about them, and how the information will be used. The Act sets out principles to ensure that personal data is:

- processed fairly and lawfully;
- obtained only for specified purposes;
- relevant to the purposes for which it is processed;
- accurate and kept up to date;
- not kept for longer than is necessary;
- processed according to the rights of the Data Subject under the Act;
- protected against unauthorised processing, accidental loss or damage;
- not transferred to areas outside of the European Union (including via websites).

Jude Theatre Company holds personal information on volunteers, staff, service users and others and seeks to comply with both the letter and the spirit of the Act.

Scope of the policy

- Personal records will be kept at the company base at 26, Booth Avenue, Sandbach, Cheshire, CW11 4JN or Innospace, Couzens Building, MMU Cheshire, Crewe Green Road, Crewe, Cheshire, CW1 5DU as of 17th August 2015 in a locked filing cabinet, or on a computer requiring password access in accordance with its procedures. All personal data held electronically will be backed-up onto a separate password protected device.

- Emergency contact information taken away from the company base for participant safety during activities will be carried by the group leader and kept out of sight of group members and support staff. It will then be accounted for as part of closing down procedures after activities have ended and returned to the company base for storage.
- Jude's staff and volunteers, other than designated persons in the course of their duty, do not have access to information on other staff or volunteers.
- When staff and volunteers leave the organisation, all personnel documents will be returned and only minimal information will be retained with consent.
- When service users leave the organisation, paper and computer copy membership forms/event participation forms which include highly personal information (address, DOB, medical history) will be destroyed after 12 months of leaving Jude's services.
- Performance/event participation forms with less sensitive information (full name and contact details) will be destroyed after 5 years.
- Staff, volunteers and service users have the right to see the information held on them by Jude. Requests should be made in writing to the Artistic Director or Management team who will respond promptly. A copy of the information held will be provided within 40 calendar days of receiving the request. No charge is made.
- Information about individuals will not be disclosed to any third party outside of Jude without the permission of the individual concerned. Occasions where permission may be sought includes reports to funders for evaluation purposes.
- Where photographs of staff or service users are used to publicise or promote the organisation, permission will be sought from individuals and the photograph used for an agreed length of time.

- Permission will be sought from the individual for any information or images of staff, volunteers or service users to be used on Jude Theatre Company's website.
- Staff and volunteers will be trained in their duties and responsibilities under the Act, and practice will be monitored and reviewed regularly.