

## Yeadon Charities Association GDPR

### How we collect data:

Yeadon Charities Association collect data in 4 ways:

#### Auditions:

Yeadon Charities Association use 123 Contact Form, an app on the Wix website platform, to collect data for auditions. This data is then exported on to an Excel document to format for auditions.

#### Shows:

Information from auditions is kept for successful candidates. Any missing data is collected in person and added to an excel spreadsheet.

#### Trips:

Information to allocate a seat and prove eligibility according to the charity's charter.

#### Tickets:

All ticketing information is collected and stored by TicketSource. Full information on their privacy policy is available on their website at [www.ticketsource.co.uk](http://www.ticketsource.co.uk).

### Data we collect:

Yeadon Charities Association will only ever collect data that assists in casting and ensuring the safety of performers or those going on their annual trip. For each event we may collect:

- **Name**
- **Date of birth**- to ensure we are compliant with safeguarding arrangements for children or prove eligibility for a trip
- **Email address**- for communication
- **Medical information**- solely for the use of ensuring the correct medical arrangements are in place at auditions and rehearsals, or during an event
- **Photo permission**- solely for promoting Yeadon Charities Association. In allowing photo permission for an audition or show, you consent to these images being used to advertise future productions too. Yeadon Charities Association will re-ask permission for each new show or audition.
- **A little about yourself**- information about yourself that you feel may help us in casting a show
- **Emergency contact**

### How we store your data

#### Audition data:

Audition data for Yeadon Charities Association is stored by 123 Contact Forms on Wix and the production team until casting is complete- 2 weeks after the final audition date (including weekends and bank holidays). After this, all data is deleted with the exception of photo permission and name for photos taken during the audition process. If someone has not given photo permission, all data (including name and permission) will be deleted.

#### Photos:

If you have given photo permission to Yeadon Charities Association, photos will be stored on a secure computer that is password protected. Some photos may be stored on Dropbox. This is again password protected.

#### Cast Members:

Data collected from the audition will be stored for 1 year for cast members. This is to ensure safeguarding and correct representation during the rehearsal and show process. It stored on a password protected laptop. Only one person has access to this laptop, and it is kept in locked buildings.

**Trip attendees**

Information for trip members will be stored from sign in until the day of the trip. The information on trip attendees will be deleted within two weeks of the trip.

**Child Licensing:**

For children of school age, Yeadon Charities Association may require extra information to be collected, including the address and school of children in its cast. It will be used to completed a form for Leeds City Council only. A copy will be kept on the laptop the child protection officer, which is password protected, and deleted within a year of the production.

**Tickets:**

Data relating to tickets is collected and stored by Ticketsource. Yeadon Charities Association print off a front of house report for each performance that consists of audience members names and seat details for fire and safety regulations at our venues and performances. These are then shredded after each performance.

**Sharing of data:**

Yeadon Charities Association may need to share some of your data:

**With members of the production team:**

Yeadon Charities Association make share some of your data, such as age, with other members of the production team. This will only be used to discuss things related to Yeadon Charities Association, and will never be given to anybody outside of the organisation.

**With front of house staff:**

Audience members names and seat numbers will be shared with front of house staff at each performance to meet fire and health and safety regulations. These will then be shredded after each performance.

**With outside agencies:**

The only outside organisation Yeadon Charities Association may need to collect data for and share is for a BOPA licence for Leeds City Council. In this instance, this will be communicated clearly with parents of children involved and agreed to before hand.