

# Privacy policy – Star Harmonies Ltd

## (SC565029)



Star Harmonies will respect any personal data you share with us, or that we get from other organisations and will keep it safe. It is our aim to be clear when we collect your data and not do anything you wouldn't reasonably expect. Our privacy policy tells you what we will do with your information.

### **This policy includes:**

- What personal data we collect and how we use it.
- Where we collect information about you from.
- How we keep your data safe and who has access to your data.
- Subject Access Requests
- Keeping your information up to date.
- Changes to this Policy.

If you have any questions, comments or suggestions, please let us know by contacting Star Harmonies at 69 Maryfield Park, Mid Calder, EH53 0SE, via telephone on 07846 030 380/ 07545 178 310 or email [starharmonies.musicworkshops@gmail.com](mailto:starharmonies.musicworkshops@gmail.com)

### **What personal data do we collect?**

#### **Pupils & Cast members**

When you enrol into Star Harmonies Musical Theatre School, you are asked to complete a form which requires certain information such as

- Name
- Date of Birth
- Next of kin & emergency contact details
- Medical Details, including whether or not you have any additional needs or requirements for which the organisation needs to make reasonable adjustments.
- We require all children to have a signed parental/guardian photography/videography permission form - this will cover the child for the entire year and allow us to take photos, add casting information to programmes and also post photos on our website and social media pages for various relevant purposes.
- Parent or other nominated payment details/ bank details (when required for uniforms /costumes/ ticket purchase/fees)

- Previous and/or current Musical Theatre experience. This is important if you enrol into Star Harmoniez after one of our streaming sessions so that we can assess the right level of class to slot you in to. We also on rare occasions may not be able to accept children into one of our classes if they are attending another theatre school due to conflict of interest so it is essential that you are honest with us on this part of the form.
- Clothing measurements. Due to the nature of Musical Theatre there may be times when physical contact in drama, dance and singing is necessary. All of our tutors are aware of regulations within Child Protection and what is allowed within drama, dance and singing and will follow these guidelines at all times. We will need to measure your star and potentially help them try on costumes, this will always be done over clothes or a vest with the exception of show time where all dressers are PVG Disclosed or are the child's legal guardian. Parents will be asked to sign to give consent to this on your enrolment form.
- Child Protection and Health and Safety procedures have been adopted in line with West Lothian Council's Youth Let Policies and all of our tutors have been made aware of its contents.
- All staff have PVG or Enhanced Disclosures and Star Harmonies adheres to WLC CP and NSPCC Sports Clubs safeguarding policies.

We will mainly use your data to:

- Keep a record of your relationship with us.
- Invoke your emergency contact details in case of accident or injury
- Use your details for promotional purposes including show programmes, marketing & casting information.
- Order costumes and uniform for you as required
- Share relevant news & updates with you.
- Understand how we can improve our services.

### **Holiday/School Workshops**

We also run holiday and school workshops where we will sometimes require an enrolment form or information about your child which may include:

- Name
- Date of Birth
- Next of kin & emergency contact details
- Medical Details, including whether or not you have any additional needs or requirements for which the organisation needs to make reasonable adjustments.
- We require all children to have a signed parental/guardian photography/videography permission form - this will cover the child for the entire duration of the course/workshop and allow us to take photos, add casting

information to programmes and also post photos on our website and social media pages for various relevant purposes.

- Parent or other nominated payment details/ bank details (when required for uniforms /costumes/ ticket purchase/fees)
- Previous and/or current Musical Theatre experience. This is important if you enrol into one of our holiday workshops like our Technique Week so that we can assess the right level of class to slot you in to and level to base our tuition at if we don't already train you.

### **Liv'n Harmony Singers Choir**

- When you enrol into Liv'n Harmony Singers Choir, you will be asked to provide the following information:
  - Name
  - Date of Birth
  - Contact Details
  - Next of kin & emergency contact details
  - Medical Details, including whether or not you have any additional needs or requirements for which the organisation needs to make reasonable adjustments.

We will mainly use your data to:

- Keep a record of your relationship with us.
- Invoke your emergency contact details in case of accident or injury
- Use your details for promotional & marketing purposes including sharing information about our events and shows.
- Share relevant news & updates with you.
- Understand how we can improve our services.

### **Volunteers & Staff**

If you support Star Harmonies as a volunteer or member of staff - we will usually collect the following information where a PVG enhanced disclosure check is required.

This can include:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the volunteering remit we have agreed upon for you;

- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependents and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about any criminal record you may have;
- details of any concerns or complaints in which you have been involved;
- information about medical or health conditions, including whether or not you have any additional needs or requirements for which the organisation needs to make reasonable adjustments.

We will mainly use your data to:

- Support your volunteer or work activity with us
- Keep a record of your relationship with us.
- Manage your contact preferences.
- Share relevant news and updates with you
- Keep you informed as to volunteering opportunities with Star Harmonies

## **Direct marketing**

With your consent, we will contact you to share news about Star Harmonies – keep you informed about the progress we are making and to ask for financial and non-financial support. We make it easy for you to tell us how you want us to communicate, in a way that suits you. Our forms have clear marketing preference questions and we include information on how to request no contact (Opt-Out) from us. If you don't want to hear from us, that's okay! Please just get in touch to let us know and we will make sure your wishes are followed. You can get in touch by emailing [starharmonies.musicworkshops@gmail.com](mailto:starharmonies.musicworkshops@gmail.com)

We do not sell or share personal details with third parties for the purposes of marketing. But, if you attend an event run in partnership with another named organisation your details may need to be shared. We will be very clear what will happen to your data when you register.

## **Where we collect information about you from**

### **We collect information in the following ways:**

#### **When you give it to us directly.**

You may give us your information in order to sign up for our Musical Theatre Class as a pupil, cast, workshop or choir member and we are responsible for your data at all times.

#### **When you give permission to other organisations to share it.**

Depending on your settings or the privacy policies for social media and messaging services like Facebook, WhatsApp or Twitter, you might give us permission to access information from those accounts or services.

#### **When we collect it as you use our website.**

Like most websites, we use 'cookies' to help us make our site - and the way you use it - better. Cookies mean that a website will remember you. They're small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier - for example by automatically filling your name and address in text fields.

In addition, the type of device you're using to visit our website and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have, what operating system you are using, what your device settings are, and why a crash has happened. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.

If you do not wish to accept cookies on to your machine you can disable them by adjusting the settings on your browser. However, this may affect the functionality of the Star Harmonies website for you.

## **How we keep your data safe and who has access to your data**

We ensure that there are appropriate controls in place to protect your personal details both paper and electronic form.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff, tutors, workshop leaders and volunteers.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors and we will only ever share your data in other circumstances if we have your explicit and informed consent.

## **Subject Access Requests: Your Rights**

You have a right to ask us to stop processing your personal data. If it's not necessary for the purpose you provided it to us for (e.g. registering as a pupil of Star Harmoniez) we will do so at your request.

Contact us on 07846 030 380/ 07545 178 310 or email [starharmonies.musicworkshops@gmail.com](mailto:starharmonies.musicworkshops@gmail.com) if you have any concerns.

You have a right to ask for a copy of the information we hold about you, although we may charge £10 to provide this. This is known as a Subject Access Request. If you spot any mistakes, please let us know and we will correct them.

If you want to access your information, send a description of the information you want to see, and proof of your identity by email to [starharmonies.musicworkshops@gmail.com](mailto:starharmonies.musicworkshops@gmail.com)

If you have any questions please send these to [starharmonies.musicworkshops@gmail.com](mailto:starharmonies.musicworkshops@gmail.com)

## **Keeping your information up to date**

Where possible we use publicly available sources to keep your records up to date. We really appreciate it if you let us know if your contact details change. You can do this via the link on our website or via the link at the foot of our emails.

## **Changes to this policy**

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information, we will make this clear on the Star Harmonies website or by contacting you directly.