The Patchwork Playhouse CIC

# Data Protection Policy

## Purpose

The Patchwork Playhouse CIC is committed to protecting the privacy and security of personal data. This policy outlines how we collect, store, manage, and use personal data in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and any other relevant data protection legislation.

## Scope

This policy applies to:
- Directors and board members
- Staff members
- Volunteers
- Freelancers and contractors
- Any individuals handling personal data on behalf of The Patchwork Playhouse CIC

It covers all personal data relating to participants (including children and vulnerable adults), their families, staff, volunteers, audience members, and other stakeholders.

## What is Personal Data?

Personal data is any information that identifies a living individual either directly or indirectly. This may include:
- Names, addresses, phone numbers, and email addresses
- Emergency contact details
- Medical or access information for participants
- Attendance records
- Photographs and video footage
- Financial or donation details

Special category data includes sensitive personal information such as health conditions, disabilities, ethnicity, or safeguarding records. This data requires additional protection.

## Our Data Protection Principles

The Patchwork Playhouse CIC is committed to processing personal data in accordance with the following principles:
1. Lawfulness, fairness and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality
7. Accountability

## How We Collect Personal Data

We collect personal data through:
- Registration and consent forms
- Emergency contact details forms
- Safeguarding and incident records
- Volunteer application forms
- Online ticket sales and audience bookings
- Email and other direct correspondence

## How We Use Personal Data

Personal data is used to:
- Deliver our performing arts sessions and public performances
- Ensure the health, safety, and welfare of participants and staff
- Maintain accurate safeguarding and incident records
- Communicate with participants, families, staff, and audience members
- Process payments, donations, or expenses
- Comply with legal obligations

We do not sell or share personal data with third parties for marketing purposes.

## Data Storage and Security

- Personal data is stored securely in locked cabinets and/or password-protected digital files.
- Only authorised individuals have access to personal data.
- Data is disposed of securely when no longer needed, following retention guidelines.

## Consent

Where required, we obtain consent for:
- The collection of personal data
- The use of photographs, video, or audio recordings
- The processing of special category data

Consent can be withdrawn at any time by contacting the organisation.

## Data Subject Rights

Under the UK GDPR, individuals have the right to:
- Access their personal data
- Request correction of inaccurate data
- Request erasure of their data
- Object to or restrict certain types of processing
- Request the transfer of data to another organisation
- Lodge a complaint with the Information Commissioner’s Office (ICO)

Requests can be made to the Company Director at [Insert Email Address].

## Breach Reporting

Any personal data breaches must be reported immediately to the Company Director, who will assess and, where necessary, report the breach to the ICO within 72 hours.

## Review

This policy will be reviewed annually or in response to changes in legislation, operations, or data breaches.