

Privacy Policy

Chameleon Chords Performing Arts (Youth Theatre)

Last updated: January 2026

Chameleon Chords Performing Arts is committed to protecting the privacy and personal data of our members, parents/carers, staff, and volunteers. This Privacy Policy explains how we collect, use, store, and protect personal information in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

Chameleon Chords Performing Arts provides youth theatre and performing arts activities for children and young people.

For the purposes of data protection law, Chameleon Chords Performing Arts is the **Data Controller**.

Contact details:

If you have any questions about this policy or how we handle data, please contact us at:

Email: chameleonchordspa@gmail.com

2. What Information We Collect

We may collect and process the following personal data:

Children and Young People

- Full name
- Date of birth and age
- Emergency contact details
- Medical information or additional needs (only where necessary for safety and inclusion)
- Photographs and video recordings (with consent)

Parents / Carers

- Names
- Email addresses
- Telephone numbers
- Relationship to the child
- Payment and attendance records

Staff and Volunteers

- Names and contact details
 - DBS status (we do not store DBS certificates themselves)
 - Relevant experience and qualifications
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3. How We Collect Information

We collect information: - When you register your child for classes, workshops, auditions, or productions - When you complete consent, medical, or emergency contact forms - When you communicate with us by email, phone, or in person - Through photographs or video taken during rehearsals or performances (with consent)

4. How We Use Personal Data

We use personal data to: - Safely run rehearsals, classes, auditions, and performances - Communicate important information with parents/carers - Manage attendance, casting, and participation - Respond appropriately in emergencies - Promote Chameleon Chords Performing Arts (where consent has been given) - Meet legal and safeguarding obligations

We will only use personal data for legitimate purposes and will not use it in a way that is unfair or intrusive.

5. Legal Basis for Processing

Under UK GDPR, we rely on the following lawful bases: - **Consent** – for photographs, videos, and marketing communications - **Contract** – to deliver classes, rehearsals, and productions - **Legal obligation** – safeguarding and health & safety requirements - **Vital interests** – to protect a child’s health or safety in an emergency

6. Photographs and Video

Photographs and video recordings may be taken during rehearsals and performances. - Consent will always be requested via a consent form - Images may be used for marketing, social media, or promotional materials only where consent is given - You may withdraw consent at any time by contacting us

7. Sharing Personal Data

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

We may share information only where necessary, for example: - With staff and volunteers who need the information to safely run sessions - With venues or licensing bodies where required - With emergency services if a child's safety or wellbeing is at risk

All data sharing is kept to a minimum and handled securely.

8. Data Storage and Security

We take appropriate steps to keep personal data secure, including: - Secure digital storage with password protection - Limiting access to personal data to authorised staff only - Keeping paper records stored securely

We retain personal data only for as long as necessary for the purpose it was collected.

9. Your Rights

Under UK GDPR, you have the right to: - Access the personal data we hold about you or your child - Request correction of inaccurate or incomplete data - Request deletion of data where appropriate - Withdraw consent at any time - Raise a concern with the Information Commissioner's Office (ICO)

Requests should be made in writing to the contact details above.

10. Children's Data

We recognise that children's data requires special protection. We only collect data that is necessary for participation and safeguarding, and we handle it with particular care.

11. Changes to This Policy

We may update this Privacy Policy from time to time. Any significant changes will be communicated to parents/carers, and the most recent version will always be available on request.

If you have any questions or concerns about this Privacy Policy, please contact us using the details above.

Chameleon Chords Performing Arts