

Staff Privacy Policy

AsOne Theatre Company is committed to protecting personal information.

As part of the overarching Company Data Protection Policy, this Privacy Policy relates to our use of any personal information we collect about our contracted staff.

The information we collect

Prior to the auditions, we will collect basic personal details such as your; name, address, date of birth, e-mail address and telephone number. We also ask for a photograph and details of previous work, your hobbies and interests.

On becoming a member of the cast, we will ask you to consent to the collection of this personal information and the uses to which it will be put. Your name, and possibly photograph and biography, will appear in our show programmes and you may be in our publicity photos in print and on social media. Your information may also be shared with the Company's Directors and committee members.

How we use information

We will use your personal information:

- a) for planning any aspect of our productions
- b) to send you details of our Rehearsals and communicate with you about any aspect of our productions
- a) to support your health and well-being whilst you are taking part in rehearsals and performances
- b) to comply with any legal requirements regarding your participation in the production
- c) to compile entries in our show Programme, including photographs.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your personal information.

Your rights

Please let us know if your personal information changes as it is important that the information we hold about you is accurate and up to date. Circulating information to you is a necessary

part of being a member of the company. We will keep your contact information indefinitely after you leave in order to inform you of any special events such as future productions or reunions. However, you can ask us to remove your personal information from our records at any time and we will do so.

You have the right to request a copy of all the personal information we hold about you and them in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

By Phone to the Data Protection Officer:

01305 835541

By email: <info@as-onetheatre.co.uk>

By post to:

The Data Protection Officer,
AsOne Theatre Company
Talbothays
3 Osmington Lodge
Weymouth
DT3 6EX

Reference: AsOne Data Protection Policy

AS1CM-003

Date: January 2018