



**The 5 Quarters Theatre Company (5QTC) has developed this pack to help all teachers, volunteers, artistic directors, and anyone working with the Company to:**

- Understand the importance of data protection and privacy
- Receive guidance in implementing the policy in their work to demonstrate and adopt good practice in relation to privacy

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## **Our Commitment**

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### **Good Practice at 5QTC**

The 5 Quarters Theatre Company (5QTC) is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA).

- Changes to data protection legislation shall be monitored and implemented in order to remain compliant with all requirements.
- The member(s) of staff responsible for data protection is: The Artistic Directors of the Company.
- 5QTC is also committed to ensuring its staff are aware of data protection policies, legal requirements and that adequate training is provided to them.
- The requirements of this policy are mandatory for all staff employed by 5QTC and any third party contracted to provide services within the organisation.

## Personal and Sensitive Data

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**All data within 5QTC's control shall be identified as personal, sensitive or both to ensure it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.**

The principles of the Data Protection Act shall be applied to all data processed:

- The requirements of this policy are mandatory for all staff employed by 5QTC and any third party contracted to provide services within the organisation.
- Processed fairly and lawfully
- Obtained only for lawful purposes, and not further used in any manner incompatible with those original purposes
- Accurate and, where necessary, kept up to date
- Adequate, relevant, and not excessive in relation to the purposes for which it is processed
- Not kept for longer than is necessary for those purposes
- Processed in accordance with the rights of data subjects under the DPA
- Protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction, or damage
- Not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection of the personal information

## **Fair Processing / Privacy Notice**

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We shall be transparent about the intended processing of data and communicate these intentions via notification to members of the public and staff prior to the processing of individual's data.

The intention to share data relating to individuals to an organisation outside of our organisation shall be clearly defined within notifications and details of the basis for sharing given. Data will only be shared with external parties in circumstances where it is a legal requirement to provide such information.

Any proposed change to the processing of individual's data shall first be notified to them.

## **Data Security**

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In order to assure the protection of all data being processed and inform decisions on processing activities, we shall undertake an assessment of the associated risks of proposed processing and equally the impact on an individual's privacy in holding data related to them.

Security of data shall be achieved through the implementation of proportionate physical and technical measures. The Artistic Directors shall be responsible for the effectiveness of the controls implemented and reporting of their performance.

The security arrangements of any organisation with which data is shared shall also be considered and these organisations shall provide evidence of the competence in the security of shared data.

## **Data Access Requests**

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All individuals whose data is held by us, has a legal right to request access to such data or information about what is held. We shall respond to such requests within 30 days, and they should be made in writing to: 5QTC Email: [5qtcgsy@gmail.com](mailto:5qtcgsy@gmail.com)

## **Photographs and Video**

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Images of audience members, actors, performers, artists, and children (with permission from parents/guardians) may be captured at appropriate times during rehearsal or performance for use in house only.

Prior consent from audiences will be sought so 5QTC may utilize such images for promotion and/or publicity.

It is 5QTC's policy that external parties may not capture images of performers during such activities without prior consent.

## **Data Disposal**

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5QTC recognises the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.

All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.

