

## **DATA PROTECTION POLICY**

### **INTRODUCTION**

Attic Theatre Company needs to collect and use certain types of information about the Individuals or service users who come into contact with Attic in order to carry on our work. This personal information must be collected and dealt with appropriately whether is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998 and the GDPR 2018. This legislation is based on the right of the individual (the Data Subject) to know what information is being held about them, and how the information will be used.

The Act sets out principles to ensure that personal data is:

- processed fairly and lawfully
- obtained only for specified purposes
- relevant to the purposes for which it is processed
- accurate and kept up to date
- not kept for longer than is necessary
- processed according to the rights of the Data Subject under the legislation
- protected against unauthorised processing, accidental loss or damage
- not transferred to areas outside of the UK (including via websites) unlawfully

Attic Theatre Company holds personal information on volunteers/staff/service users and may share data with other agencies ie the local authority, funding bodies, other voluntary agencies and HMRC.

Attic Theatre Company seeks to comply with both the letter and the spirit of the Act.

### **SCOPE OF THE POLICY**

- Personal records will be kept at Attic Theatre Company in accordance with its policy and procedures
- Attic Theatre Company staff and volunteers, other than senior management\* in the course of their duty, do not have access to information on other staff or volunteers
- When staff and volunteers leave all personnel documents will be kept for no longer than 6 years from the date of their departure from the company (in accordance with HMRC guidelines)
- Staff and volunteers have the right to see the information held on them by Attic Theatre Company. Requests should be in writing to the Executive Director and Attic Theatre Company will provide a copy of the information within two weeks of receiving the request. No charge will be made.
- Information about individuals will not be disclosed to any third party outside of Attic Theatre Company without the permission of the individual.

- Where photographs and video/audio recordings of staff or service users are used to publicise or promote the organisation, permission will be sought from individuals and becomes the property of the company providing the release forms have been signed.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998 and GDPR 2018 (including UK GDPR).

*\* The Executive Director, Artistic Director or nominated Trustee.*

Reviewed November 2022

V Hibbs - Executive Director

Ratified by the Board of Trustees