

Approved by the Thunk-It Theatre Members.

Review date: 01/04/2023

Introduction

“The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government.

All individuals responsible for using personal data in any formal context have to follow strict rules called ‘data protection principles’. They must make sure that information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage”

- *Charity Commission*

Collection of Data

Personal information such as, name, DOB, address, medical/dietary information, school or education provider, emergency contact information, etc. will be collected from every participant or parent/caregiver at the beginning of all Thunk-It Projects, except one off workshops that take place in public.

Data will be collected through participant sign up forms, equal opportunities forms, photo consent form and any documentation needed for the facilitation of projects, will only be viewed by necessary parties (Project Lead and project facilitators).

Thunk-It will only collect necessary data in relation to the project and setting, in order to carry out efficient safeguarding practice.

Our equality and diversity form is anonymous, and is optional.

Storing of Data

Any personal information will be stored in a private drive that is password protected and only accessible by relevant members of the Thunk-It team. These files will be deleted upon completion of the project or earlier if the participant is leaving the project early and is requested by the individual.

Any physical copies of personal data will be digitised and then destroyed by shredding upon upload. Where digitalisation isn't possible, the physical information will be finishing the project, or after 7 years, or if requested by an individual (whichever comes first).

Those who have their data stored with Thunk-It have the right to see, amend and

Thunk-It Theatre CIC Data Protection Policy.

request deletion of their information at any point.

Safeguarding related data: Thunk-It will keep confidential records of any safeguarding reports for up to 25 years, at which point they will be destroyed (as per GDPR).

Thunk-It will update their storing data policy in line with the government recommended policy.

Sharing of Data

Information will only be shared on a need to know basis with trusted parties, alongside Thunk-It's Data Protection policy. This would be with the understanding that trusted parties will uphold sufficient and appropriate confidentiality processes, and these parties will also uphold their own appropriate policies. For example, when delivering a project in partnership, information on medical conditions, allergies, evaluation etc.

Safeguarding related data: In the circumstance that information needs to be shared with external agencies or parties, those concerned will be made aware prior to sharing, unless it is unsafe to do so (as per Thunk-It's Safeguarding Children Policy and Safeguarding Vulnerable Adults Policy).

If there is a discrepancy regarding third party sharing, we will use the parties policies to report the incident of bad practice, and monitor the action taken.

Photography and Videography consent

The taking and sharing Images of participants must be agreed upon before the project starts (via sign-up forms) and any images will be uploaded to a password-protected shared drive and deleted off of any personal devices.

Thunk-It will discuss Image and Video consent with parents and caregivers on a case by case basis, and will try to accommodate where possible.

Where consent is given, images will be shared via Thunk-It's website, social media, with funding bodies, in reports and any other appropriate marketing.

Images of participants can be shared online unless otherwise stated by the individual or organisation we are working with. No names or other personal information of participants will be shared online.

If consent is retracted, Thunk-It will endeavour to retract images and videos, however this may not be possible due to third party sharing, and general Internet practice.

Any feedback given must be approved to share by the participant before sharing anonymously online.