

Berkhamsted Youth Theatre Member, Parent and Carer Privacy Policy

30 January 2026

Berkhamsted Youth Theatre (BYT, or “we”), is committed to protecting and respecting personal data. This policy explains:

- when and why BYT collect personal information about you;
- how we use it; and
- your rights in relation to it.

We will collect, use and store personal data as described in this Privacy Policy when people engage in activities at the club. Normally this will be in relation to an individual’s membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. Any amendments will appear on www.berkoyt.co.uk.

What information we collect, use and why

Type of information we collect	Purpose and Lawful bases	Shared with
Members’ and parents’ address, telephone numbers, e-mail address	We collect this information from parents and carers of members and use it in order to manage the member’s membership of BYT, communicate with members or their parents or carers about workshops, auditions, rehearsals, productions and related matters. We may also communicate about other youth drama opportunities which may be of interest. We use this information in order to provide and manage the services and activities we offer to members, and to comply with legal obligations.	BYT Committee members (and, where necessary, the Producer of a show if they are not a Committee member)

	We may also collect some of this information in connection with membership applications.	
Gender Identification	We use the information to ensure the provision of adequate facilities for members.	BYT Committee members (and, where necessary, the Producer and/or Director of a show if they are not Committee members)
Member Date of Birth	To confirm eligibility of members and to ensure age appropriate activities and supervision arrangements. It is also required for the correct completion of each performance licence, which is a legal requirement. We may also collect age information in connection with membership applications.	BYT Committee members
Disabilities	To ensure the provision of adequate facilities and provision for members and comply with legal requirements.	BYT Committee members

Health Information such as allergies and conditions which may require urgent care (e.g. diabetes or epilepsy)	To ensure that members are cared for appropriately and that in the event of an emergency, the most appropriate course of action can be taken and relevant information provided to emergency health care providers. We rely on legitimate interests to process this data because it benefits you, or our organisation, without causing undue risk of harm to anyone; it may also be needed to comply with legal requirements. This information is also required to secure performance licences for each production which is a legal requirement.	BYT Committee, chaperones, health care workers and regulatory bodies. Also, where necessary, the Producer and / or Director of a show, if they are not Committee members.
Photos and videos of members	Putting on BYT's website and social media pages and using in press releases and performance programmes. We only collect and use this data with your consent.	
Ex-members' email address and telephone number	We collect this information to provide ex-members with details about BYT activities. We may also communicate about other drama opportunities which may be of interest. We use this information to maintain contact with ex-members.	

How long we keep information

We will retain your personal data only for as long as necessary and to fulfill the purposes for which it was collected, or as required by law. When personal data is no longer needed, we will securely delete or anonymize it.

Your Rights in relation to your data

- To access your personal data - you have the right to ask us for copies of your personal information and certain other information such as details about where we get personal information from and who we share it with
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed in certain circumstances
- To request that your personal data is transferred to another organisation
- To withdraw consent, where we use consent as our lawful basis you may withdraw it at any time.

You can read more about these rights on the website of the Information Commissioner's Office at <https://ico.org.uk/for-the-public/>.

Contact BYT or Make A Complaint

For more details, please address any questions, or requests regarding our data processing practices via the contact form on our website at <https://berkoyt.co.uk/>. You can also make a complaint via this route if you have any concerns about our use of your personal data.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Approved at committee 29 January 2026.