

# Data Protection and Privacy Policy

In order to operate efficiently, Actors Touring Company (ATC) must collect information about people with whom it works. These may include members of the public, past and prospective employees, participants and funded bodies.

This personal information must be handled properly under the Data Protection Act 1998 ('the Act') and General Data Protection Regulation (2016). The Act regulates the way that we handle 'personal data' that we collect in the course of carrying out our functions and gives certain rights to people whose 'personal data' we may hold.

ATC considers that the correct treatment of personal data is integral to its successful operations and to maintaining the trust of the people with whom it works.

## 1. Data protection principles

ATC is committed to complying with the eight Data Protection Principles set out in the Act and so to ensuring that Personal Data is:

- fairly and lawfully processed
- processed for limited specified and lawful purposes
- adequate, relevant and not excessive
- accurate and kept up to date
- not kept longer than necessary
- processed in accordance with the individual's rights
- secure
- not transferred to countries outside the European Economic area unless the country to which the data is to be transferred has adequate protection for the individuals to which it relates

## 2. Information covered by the Act

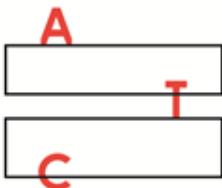
The Act uses the term 'personal data'. For information held by ATC, personal data essentially means any recorded information held by us and from which a living individual can be identified. It will include a variety of information including names, addresses, telephone numbers, photographs of people and other personal details. It will include any expression of opinion about a living individual or any indication of our intentions about that individual.

ATC collects personal data for staff and personnel involved with productions only. We do not collect primary audience data other than anonymised information shared by our venue partners to enable us to accurately segment and understand trends in audiences for our work. Individuals are not directly contacted unless they have signed up for direct contact from us through our media channels, the process of which is separated from purchasing tickets.

## 3. Conditions

We will ensure that at least one of the following conditions are met before we process any personal data:

- the individual has consented to the processing
- the processing is necessary for the performance of a contract with the individual
- the processing is required under a legal obligation (other than one imposed by a contract)



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- the processing is necessary to protect vital interests of the individual
- the processing is necessary to carry out public functions eg. administration of justice
- the processing is necessary in order to pursue our legitimate interests or those of third parties (unless it could unjustifiably prejudice the interests of the individual)

## 4. Sensitive personal data

Under the Act, one of a set of additional conditions must be met for 'sensitive personal data'. This includes information about racial or ethnic origin, political opinions, religious and other beliefs, trade union membership, physical or mental health condition, sex life, criminal proceedings or convictions. We will ensure that the individual has explicitly consented to the processing.

## 6. Individuals' rights

We will ensure that individuals are given their rights under the Act including:

- the right to obtain their personal information from us except in limited circumstances
- the right to ask us not to process personal data where it causes substantial unwarranted damage to them or anyone else
- the right to claim compensation from us for damage and distress caused by any breach of the Act

## 7. Legal requirements

While it is unlikely, ATC may be required to disclose the individual's user data by a court order or to comply with other legal requirements, we will use all reasonable endeavours to notify the individual before we do so, unless we are legally restricted from doing so.

## 8. No commercial disposal to third parties

ATC shall not sell, rent, distribute or otherwise make user data commercially available to any third party, except as described above or with the individual's prior permission.

## 9. Internal Recording of Data Processing

We will keep internal records of data processing:

- a. Name and details of your organisation.
- b. Purposes of the processing.
- c. Description of the categories of individuals and categories of personal data.
- d. Categories of recipients of personal data.
- e. Details of transfers to third parties including documentation of the transfer mechanism safeguards in place.
- f. Retention schedules.
- g. Description of technical and organisational security measures.
- H. The Company's Data Protection Officer is the General Manager.

*Date policy created:* 20 March 2018

*Review cycle:* annual or as required by new legislation

*Latest Review:* March 2021

*Resources:* <https://www.itc-arts.org/resources/copyright/gdpr-data-protection-law-changes-in-2018>