

Privacy Policy



Last updated: May 2026

Introduction

On The Mark Youth Theatre (OTMYT) is committed to protecting the privacy and personal data of all members, parents/carers, staff, volunteers, freelancers and visitors to our website.

This Privacy Policy explains what information we collect, how we use it, how we store it and your rights in relation to your personal data.

By engaging with OTMYT or using our website, you agree to the terms of this Privacy Policy.

Who We Are

On The Mark Youth Theatre (OTMYT) is a youth theatre organisation based in Cheshire, providing drama, musical theatre and performance opportunities for children and young people.

Website: www.otmyt.co.uk

Email: info@otmyt.co.uk

For the purposes of data protection legislation, OTMYT acts as the Data Controller for the personal information we collect and process.

What Information We Collect

Depending on your involvement with OTMYT, we may collect and process the following information:

Members and Parents/Carers

- Names of children and parents/carers
- Addresses
- Email addresses
- Telephone numbers
- Emergency contact details
- Medical information relevant to participation and safeguarding
- Attendance records
- Payment and billing information
- Photographs and video recordings where consent has been provided
- Information relating to additional needs or support requirements where voluntarily disclosed

Staff, Volunteers and Freelancers

- Contact details
- DBS and safeguarding information
- Payroll and payment information
- Emergency contact details
- Relevant qualifications or training records

Website Users

When visiting our website, certain information may be collected automatically, including:

- IP address
- Browser type
- Device information
- Pages visited
- Date and time of visits
- Referring websites

This information is used for website administration, analytics and improving user experience.

How We Use Your Information

We use personal information to:

- administer memberships, classes, rehearsals and productions
- communicate with members, parents/carers and staff
- manage safeguarding and welfare responsibilities
- respond to enquiries
- manage billing and payments
- comply with legal obligations
- maintain internal records
- improve our services and website
- promote OTMYT activities where consent has been provided

We will only use personal data where we have a lawful basis to do so.

Legal Bases for Processing Data

Under UK GDPR, OTMYT processes personal information under one or more of the following lawful bases:

- Consent
- Performance of a contract
- Legal obligation

- Legitimate interests
 - Protection of vital interests
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Photography and Video

OTMYT may occasionally use photographs and video recordings for:

- social media
- promotional materials
- website content
- marketing
- programme materials

We will seek appropriate consent from parents/carers before using identifiable images of children and young people.

Parents/carers may withdraw consent at any time by contacting OTMYT.

Cookies and Website Analytics

OTMYT uses cookies and similar technologies on its website to improve functionality and user experience.

Cookies may be used to:

- remember preferences
- analyse website traffic
- improve website performance

Users may disable cookies through their browser settings if preferred.

Our website hosting providers and analytics services may also collect anonymous usage data.

Data Sharing

OTMYT does not sell personal information to third parties.

Information may be shared where necessary with:

- safeguarding or statutory agencies
- licensing bodies
- venues or production partners where operationally necessary
- payment or payroll providers

- IT and website service providers

Any sharing of personal information will be limited to what is necessary and carried out appropriately.

Data Security

OTMYT takes appropriate steps to protect personal data from unauthorised access, loss, misuse or disclosure.

These measures include:

- password-protected systems
- limited access to sensitive information
- secure storage of records
- appropriate handling of safeguarding information

Staff and volunteers are expected to handle personal information responsibly and confidentially.

Data Retention

OTMYT will retain personal information only for as long as necessary for operational, safeguarding, legal or financial purposes.

When information is no longer required, it will be securely deleted or destroyed.

Your Rights

Under UK GDPR, individuals have rights regarding their personal information, including:

- the right to access personal information
- the right to request correction of inaccurate information
- the right to request deletion of information where appropriate
- the right to restrict or object to processing in certain circumstances
- the right to withdraw consent where consent is relied upon
- the right to complain to the Information Commissioner's Office (ICO)

Requests relating to personal information should be made in writing to OTMYT.

Children's Privacy

OTMYT recognises the importance of protecting children's personal information.

We encourage parents and carers to be involved in children's online activity and communications with OTMYT.

We do not knowingly collect unnecessary personal information from children.

Third-Party Websites

The OTMYT website may contain links to external websites. OTMYT is not responsible for the privacy practices or content of external websites.

Users should review the privacy policies of any third-party sites they visit.

Changes to This Policy

OTMYT may update this Privacy Policy from time to time to reflect operational, legal or regulatory changes.

The most recent version of the policy will always be available via the OTMYT website.

Contact

If you have any questions regarding this Privacy Policy or how your information is handled, please contact:

On The Mark Youth Theatre (OTMYT)

Email: enquiries@otmyt.co.uk

Website: www.otmyt.co.uk