



On The Mark Youth Theatre

Privacy Policy

Policy | Last updated: May 2026

Organisation	On The Mark Youth Theatre (OTMYT)	Contact	enquiries@otmyt.co.uk
Document owner	Simon Phillips	Review date	May 2027
Applies to	Members, parents/carers, staff, workers, freelancers, volunteers and website users	Status	Current

Statement of commitment

OTMYT is committed to protecting the privacy and personal data of children, young people, parents, carers, staff, workers, freelancers, volunteers and website users.

We will only collect, use, store and share personal information where there is a proper reason to do so, and we will handle information responsibly, securely and proportionately.

Scope

This policy applies to personal information collected and processed by OTMYT in connection with weekly sessions at Christleton High School, rehearsals and workshops at Christleton High School and theatre venues, production performances at theatre venues including Storyhouse, occasional trips and events in other locations, website use, enquiries and general administration.

For the purposes of data protection legislation, OTMYT acts as the data controller for the personal information it collects and processes.

Personal information we collect

Depending on how someone is involved with OTMYT, we may collect and process the following types of personal information:

- names of members, parents, carers, staff, workers, freelancers and volunteers
- contact details, including addresses, telephone numbers and email addresses
- emergency contact information
- attendance, membership, class, rehearsal and production records
- medical, allergy, additional needs and welfare information where relevant to participation and safeguarding
- payment, billing, payroll and expense information
- DBS, safeguarding, training and role-related information for adults working with OTMYT
- photographs, video recordings and performance images where appropriate consent has been given
- website usage information such as IP address, browser type, pages visited and date/time of visits

How we use personal information

OTMYT uses personal information to:

- administer memberships, classes, rehearsals, workshops, productions, trips and events
- communicate with members, parents, carers and staff
- support the safety, welfare and safeguarding of children and young people
- manage attendance, emergency contact information, medical needs and additional support needs
- manage payments, payroll, invoices and financial records
- recruit and manage staff, workers, freelancers and volunteers
- maintain appropriate safeguarding, DBS and training records
- respond to enquiries and provide information about OTMYT activities
- promote OTMYT activities where appropriate consent has been given
- meet legal, regulatory, safeguarding, licensing, insurance and accounting obligations

Lawful bases for processing

Under UK data protection law, OTMYT processes personal information using one or more lawful bases. These may include:

- consent, for example where permission is given for photographs or marketing use
- contract, where information is needed to provide membership, tuition, workshops or services
- legal obligation, where information must be kept for legal, safeguarding, tax, employment or accounting reasons
- legitimate interests, where information is needed to run OTMYT safely and effectively
- vital interests, where information is needed in an emergency to protect someone from harm

Special category and safeguarding information

Some information handled by OTMYT may be sensitive, including medical information, allergy information, additional needs information or safeguarding records. This information will be handled with particular care and only shared where necessary to protect welfare, manage participation safely or comply with safeguarding responsibilities.

Safeguarding records are kept securely and shared only on a need-to-know basis, including with appropriate statutory or safeguarding agencies where necessary.

Photography and video

OTMYT may use photographs and video recordings for performance records, social media, website content, programmes, marketing and promotion. Identifiable images of children and young people will only be used where appropriate consent has been provided by a parent or carer.

Parents and carers may withdraw consent for future use of images by contacting OTMYT. Where images have already been published in printed materials or shared publicly, it may not always be possible to fully remove previous use.

Website, cookies and online information

The OTMYT website may collect basic technical information such as IP address, browser type, device information, pages visited and date/time of visits. This information helps us manage the website, monitor usage and improve user experience.

The website may use cookies or similar technologies. Users can manage or disable cookies through their browser settings.

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

Sharing information

OTMYT does not sell personal information to third parties.

Information may be shared where necessary with:

- parents, carers and emergency contacts where appropriate
- safeguarding, statutory or emergency services
- local authority licensing teams or chaperone services
- venues, production partners or trip providers where operationally necessary
- payment, payroll, accounting, DBS, IT, website or administrative service providers
- insurers, legal advisers or regulators where required

Any sharing will be limited to what is necessary and proportionate.

Data security

OTMYT takes appropriate steps to protect personal data from unauthorised access, loss, misuse or disclosure. Measures may include password-protected systems, restricted access to sensitive information, secure storage of records and responsible handling by staff, workers, freelancers and volunteers.

Everyone working with or on behalf of OTMYT is expected to treat personal information confidentially and responsibly.

Data retention

OTMYT will keep personal information only for as long as necessary for the purpose it was collected, including operational, safeguarding, legal, financial, insurance and record-keeping purposes.

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

Individual rights

Individuals have rights under UK data protection law. These may include the right to:

- request access to personal information held by OTMYT
- ask for inaccurate information to be corrected
- ask for information to be deleted where appropriate
- ask for processing to be restricted in certain circumstances
- object to processing in certain circumstances
- withdraw consent where consent is the lawful basis for processing
- complain to the Information Commissioner's Office (ICO)

Requests relating to personal information should be made in writing to OTMYT using the contact details in this policy.

A request for personal information does not automatically mean that all records, emails or messages will be disclosed. OTMYT will consider each request carefully and may redact or withhold information where permitted or required by law, for example to protect the rights, privacy or safety of others.

Children and young people

OTMYT recognises the importance of protecting children's personal information. We will only collect information about children and young people that is necessary for membership, participation, welfare, safeguarding, administration or legal purposes.

Parents and carers are encouraged to support children and young people in understanding how their information is used.

Data breaches

If OTMYT becomes aware of a personal data breach, it will take appropriate steps to assess, contain and respond to the incident. Where required, OTMYT will report the breach to the Information Commissioner's Office and/or inform affected individuals.

Monitoring and review

This policy will be reviewed annually or sooner if there are significant changes in law, guidance, systems or OTMYT operations.

Contact

Questions about this policy or the way OTMYT handles personal information should be sent to enquiries@otmyt.co.uk.