Annex F – COS Privacy Policy

Charity No. 1198865

Processing Volunteer and Chaperone Data

We often have volunteers who support our Society with its productions and events. In particular, backstage volunteers during show performances, and Chaperones, appointed to safeguard the younger members of our Society (aged 16 years and under) during rehearsals and performances.

We are required to collect some information about them, provided by the individuals with consent, for example:

- Name and contact details
- Vetting information for Chaperones and volunteers working with children aged under 16 years and under as deemed appropriate
- Signature on any applicable consents, policies and agreement forms you need to be aware of and agree to abide by

In addition, we may ask to collect the following special category information:

- Health information (if applicable and with consent in order to safeguard the individual whilst they undertake duties)
- Ethnicity, Gender/sex, sexual orientation, religion and disability details

Our legal basis for collecting and using this information is consent, but where we collect vetting information this is on the basis of our Legal Obligation to safeguard children and young people. Where we are using your information with your consent you can withdraw your consent at any time by contacting the Secretary on secretary@colchesteroperaticsociety.co.uk (COS), the CO2 Chair on co2theatre@colchesteroperaticsociety.co.uk (CO2) or the Safeguarding Lead in the case of chaperones on safeguarding@colchesteroperaticsociety.co.uk.

Vetting information for chaperones and any volunteers that we require to vet for safeguarding purposes, may be shared with Essex County Council (ECC), who support with processing DBS checks and issue chaperone licenses. We do not store any vetting information or documentation once a DBS check has been completed or it has been shared with ECC and they acknowledge receipt of the information. Information on how ECC use and store your data can be found here https://www.essex.gov.uk/privacy-childrens.

We will keep your contact information whilst you are volunteering for the Society and remain interested in volunteering in the future, which can be up to 20 years as deemed necessary or appropriate (as detailed in our retention schedule). We keep Health details collected and any production specific consents and agreements signed for the duration of the production they relate to and up to 6 months

afterwards. Ongoing consents and agreements to policies, procedures and codes of conduct are kept for as long as you volunteer for the Society and up to 20 years after as deemed necessary or appropriate (as detailed in our retention schedule).

We use personal information to:

- keep you informed of upcoming productions, events and volunteer/chaperone opportunities relating to the Society
- Keep you informed of information relating to the production or event you are volunteering or chaperoning for, including details or your role and duties
- To apply for DBS checks and chaperone licenses for those volunteering to chaperone or working with children aged 16 years and under
- To ensure you are aware of all the relevant policies and procedures and codes of conduct that are applicable to your role. We ask individuals to sign all relevant agreements to state their understanding and compliance with them.

We do not share your contact details with other organisations or individuals unless you give us specific permission to do so. If any member of the production team or Society Committees wish to contact you they will do so through our Society email address unless you have given them your contact details and/or specific permission to contact you by other means.

Health Information

We collect this by asking you to complete a medical & emergency contact form. This is used by the Society to help meet your physical/medical needs and to ensure your health, safety and well-being during rehearsals and productions. We can only act on the information we are given so it is important you inform us of anything that may affect you or we should know, to safeguard your health, safety and well-being whilst you are participating in a production and its rehearsals. This information is kept confidentially by our Secretary or an appointed individual as our Health & Safety representative at rehearsals and performances in place of the Secretary, with restricted access to only those who need to know for the purpose of ensuring your health, safety and general well-being and/or to contact someone in case of an emergency (such as illness or injury). You will be informed who the appointed individual is if it is not the Secretary.

The Secretary or appointed Society Health & Safety representative may create lists of those volunteering with allergies/medical conditions and their emergency contact details for ease of reference during the run of a production, for use by any appropriate/necessary professionals, committee members or other volunteers working on a production so they can be vigilant to all crew, volunteers and chaperones health, safety and well-being and someone can be contacted quickly in case of an emergency. They will not have access to full health and medical information, just a brief note (for example, allergy to nuts). Appointed First Aiders may be given access to health and medical information as necessary and appropriate to ensure individual's health, safety and wellbeing.

For Equality Monitoring we may also collect other **special category** personal information, with explicit consent such as:

- Ethnicity
- Gender/Sex details
- Sexual orientation
- Religion
- Disability

Occasionally we may ask volunteers/chaperones to complete a form or survey disclosing details of their Ethnicity, gender/sex, age, marital status, sexual orientation, religion and disability details in order to ascertain the demographic makeup of the Society & it's diversity for equality monitoring. This may be anonymously disclosed on a survey/form or disclosed on an identifiable survey/form. It is up to the individual as to whether they choose to complete the form or not. There is also an option to not disclose information on any of the categories mentioned above. This information is vital in evaluating our progress towards our Inclusion, Equality & Diversity aims (as detailed in our Inclusion, Equality & Diversity Policy, statement and Strategy).
Any identifiable special category equality monitoring data is collected, stored and processed by the Secretary, Chair, CO2 Chair and/or Inclusion Lead. Information collected may be shared with members of the Executive Committee, CO2 and Marketing & Events committees as appropriate or applicable but anonymised wherever possible. Individuals special category equality monitoring data is kept for the duration of their membership. Anonymous reports of the Society membership demographic are created and may be shared with the wider membership, the public and outside organisations. Anonymous data will be stored on an ongoing basis as a matter of public record.

We may use **google forms** or **Microsoft forms** to acquire the data mentioned above. Doing this electronically makes processing and collating the data easier and removes the need for paper copies. Data is exported and saved as spreadsheets and these are retained for each purpose as described above. You can read more about google privacy policies here: https://policies.google.com/privacy and Microsoft privacy policies here: https://privacy.microsoft.com/en-gb/privacystatement

No personal information is routinely available outside of the UK or the EEA, although Google and Microsoft maintain servers worldwide.

For further information about your rights in relation to this use of your personal information please see our General Privacy Notice - section 3 of our privacy policy.

To make a complaint about how we use any of this above personal data you can contact us at secretary@colchesteroperaticsociety.co.uk (or for further contact details please see section 3 of our privacy policy), or complete the following Personal Data Complaints Form: COS Personal Data Complaints Form – Fill out form