Annex G – COS Privacy Policy

Charity no. 1198865

Processing Contracted Individuals' and Companies' Data

We contract individuals and/or companies for their services to support our productions, events and/or the management of our Society.

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

- Name and contact details
- Vetting information/safeguarding checks if the individuals or employees of the company are working with children aged 16 years and under
- Signature on any contract or agreement
- Bank Details (for payment, usually supplied and stored via Invoices)

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/safeguarding checks 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.

Companies we contract are asked to complete safeguarding checks which include assurances that individuals they employ, who will be working with children aged 16 years and under in the Society, have been vetted in accordance with our legal obligations to safeguard children and young people. If Individuals working directly with children aged 16 years and under are not vetted we may complete vetting checks ourselves and ask individuals to provide vetting information for this purpose.

We will keep your contact information whilst you are working for/with the Society and remain interested in working with us 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.
Contracts and Payment Invoices are kept for up to 7 years (as detailed in our retention schedule).

Safeguarding check agreements are kept for as long as the individual named is working for/with the Society but are reviewed annually (as detailed in our retention schedule).
Vetting information, if required, may be shared with Essex County Council (ECC), who sometimes process DBS checks on our behalf. We do not store any vetting information or documentation required for DBS checks once DBS checks are complete 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 use personal information to:

- To arrange and agree contracts of hire/engagement of services
- Keep you informed of upcoming productions, events and technical/creative opportunities relating to the Society
- Keep you informed of information relating to the production or event you are working on, including details or your role and duties
- To ensure you are aware of all the relevant policies and procedures and codes of conduct that are applicable to your role. We may ask individuals to sign all relevant agreements to state their understanding and compliance with them.
- To ensure we are safeguarding children and young people in our membership and involved in any of our productions/events.
- To apply for DBS checks if deemed necessary or appropriate for individuals working with children aged 16 years or under

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 membership 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 working for/with the Society 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 individuals who are contracted to work for/with us 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 & diversity of those we work with 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 the time they work for/with us. Anonymous reports 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