

Inter-Acting Data Protection/GDPR Policy

1. Introduction

Inter-Acting is committed to protecting the personal data of its members and stakeholders. This policy sets out how Inter-Acting collects, processes, stores, and shares personal data in compliance with the General Data Protection Regulation (GDPR) and other applicable data protection laws and regulations.

2. Types of personal data collected and processed Inter-Acting collects and processes the following types of personal data:

- Names and contact details of members
- Emergency contact details of members
- Documentation of activities during sessions

3. Purpose of collecting and processing personal data Inter-Acting collects and processes personal data to:

- Stay in contact with members and inform them of events, rehearsals, and other activities related to Inter-Acting.
- Ensure the safety and well-being of members by having access to emergency contact details.
- Document activities during sessions for administrative purposes and to inform future sessions.

4. Storage and security of personal data

Inter-Acting stores personal data in a folder and inputs it into a password-protected spreadsheet on a secure server. Only the artistic director and hired members of staff have access to this data.

5. Sharing of personal data

Inter-Acting does not share personal data with any third parties unless explicitly required by law or with the consent of the individual.

6. Retention of personal data

Inter-Acting retains personal data for as long as a member is in the group. If a member decides to leave, their data is deleted unless specifically required for marketing purposes.

7. Requests for access, rectification, and deletion of personal data

Individuals have the right to request access, rectification, and deletion of their personal data held by Inter-Acting. Inter-Acting will comply with such requests in a timely and efficient manner.

8. Responsibility for compliance It is the responsibility of all Inter-Acting staff and volunteers to comply with this policy and applicable data protection laws and regulations.

By implementing this policy, Inter-Acting is committed to protecting the personal data of its members and stakeholders in compliance with GDPR and other applicable data protection laws and regulations.