

# Data Protection and GDPR Policy

The Southern Theatre Festival is a not for profit Festival run by voluntary personnel, which promotes the performing arts.

Southern Theatre Festival recognises its responsibilities under the Data Protection Act and GDPR and will achieve these as follows:

1. Data will only be collected by Festival. This data will be collected as necessary for the efficient administration of the Festival.
2. All data will be held from the moment it is submitted until 7 days after the festival has ended.
3. All reasonable steps will be taken to ensure the security of any data held on behalf of the Festival, whether in written or electronic form. Laptops and home PCs will be password protected, written copies will be stored in a secure environment.
4. All reasonable steps will be taken to ensure that data is disposed of in a secure manner.
5. The Festival will not pass collected data to any third party

# Child Protection Policy Statement

**Southern Theatre Festival recognise that:**

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

**The purpose of the policy is:**

To provide protection for the children and young people who participate in our festivals, including the children of festival members and to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

**We will seek to safeguard children and young people by:**

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately