



Chelmsford Young Generation Amateur Musical Society

Registered Charity 275186

www.young-gen.co.uk

PRIVACY NOTICE

Introduction

This notice is to tell you how we use the personal information or personal information we collect from you and what we do with that information.

What information we collect and hold

The categories of cast member information that we process include the following which are required as part of the contractual arrangement between your parents/guardian and CYGAMS, without which we would be unable to accept you as a member of the Society.

- personal identifiers and contacts (such as name, contact details and address)
- parent, guardian and/or family details (such as names, contact details and address)
- characteristics (such as ethnicity, language, and country of birth)
- safeguarding information (such as court orders and professional involvement)
- medical and administration (such as doctors information, your health, dental health, allergies, medication and dietary requirements and medical treatment)

- images of you engaging in CYGAMS rehearsals, programme images, publicity/promotional days and show images.

Why we collect and use this information

We collect and use your information so that we can provide you with your training for productions and to enable us to care for you, including:

- to provide appropriate pastoral care for you, to safeguard your welfare and to keep you safe
- to make use of photo and video images in CYGAMS publications, on the website and (where appropriate) on CYGAMS social media channels
- to monitor use of our IT and communications systems in accordance with our policies
- to comply with the statutory duties placed upon us by the Government or other regulatory authorities, such as having records of family contact details

The lawful basis on which we use this information

The use of your personal information is controlled by special data protection laws which require CYGAMS to have a legitimate interest in holding and using your information because it is necessary in order to provide you with training and pastoral care, we have an obligation to safeguard members, we have an obligation to ensure equality of opportunity, we have an obligation to record the contact details and addresses of you and your parents/guardians and an emergency contact, we may need to disclosed medical information in an emergency

Collecting member information

We will ask either you or your parents/guardian directly for the majority of the information we require about you. We may also ask for additional information during your time here, for example in email communication, for permission to attend a promotional event.

We regularly collect information about you as part of the routine of your participation in CYGAMS life, such as attendance sheets and lunch sheets.

Storing your information

CYGAMS have necessary reasons to hold on to some information, for example show images. These will remain within CYGAMS, and will be accessed by committee members only on a 'need to know' basis. Some of our activity is carried out on our behalf by third parties, such as photographers. We will always make sure we have in place agreements with any third parties processing personal information on our behalf, that your personal information will be kept securely and only in accordance with our instructions.

We may need to share your information with:

- Emergency medical services, for example if you are involved in an accident for which you require hospital treatment;

Requesting access to your personal information

Under data protection legislation, you have the right to request access to information that we hold about you.

To make a request for your personal information, it is helpful to us if this request is made in writing to the details below:

Alison Khattar - alisonk@young-gen.co.uk

Your rights

In addition to your right to request a copy of the information we hold about you, you also have the rights to:

- ask us to correct any information we have about you if you think it is wrong
- ask us to erase information about you (although we may have good reasons why we cannot do this)
- ask us to limit what we are doing with your information
- object to what we are doing with your information

Changes to this Notice

We may change our Privacy Policy from time to time so please check back periodically.

This Privacy Policy was last updated December 2025.