



Chelmsford Young Generation Amateur Musical Society

Registered Charity 275186

www.young-gen.co.uk

PRIVACY NOTICE

How Young Gen uses personal information

Reviewed	June 2026
Next Review Due	June 2027

Introduction

This Privacy Notice explains how Young Gen collects, uses, stores and shares personal information about members, parents/carers, volunteers, committee members, chaperones, production team members, contractors, hirers and others involved with the Society.

Young Gen is responsible for deciding how personal information is used. We will use personal information fairly, lawfully, transparently and only where we have a valid reason to do so.

Contact for privacy matters: Alison Khattar, alisonk@young-gen.co.uk.

What Information We Collect

The information we collect will depend on the person's role and involvement with Young Gen. It may include:

- personal identifiers and contact details, such as name, address, email address, phone number and date of birth;
- parent/carer, guardian and emergency contact details;
- membership, audition, rehearsal, attendance, casting, programme and production information;
- medical, dietary, allergy, medication, emergency treatment, access and welfare information;
- safeguarding information, such as concerns, disclosures, professional involvement, court orders or restrictions relevant to welfare and safety;
- images, video and audio recordings, including rehearsal photographs, programme images, publicity materials, production images and filmed material where applicable;
- communications with Young Gen, including email correspondence and messages through approved Young Gen channels;
- volunteer, committee, chaperone, production team and contractor information, including role, contact details, training records, references where appropriate, DBS status information where eligible, and chaperone licence details;
- financial and administrative information, such as payments, refunds and booking details.

Some of this information may be special category data, such as health information, ethnicity, disability information or safeguarding information. DBS information may also include criminal offence information. We will only use this type of information where there is a lawful basis and an appropriate condition for processing it.

How We Collect Information

Most of the personal information we hold is provided directly by members, parents/carers, guardians, volunteers, committee members, chaperones, production team members, contractors or hirers through Young Gen forms, emails, consent forms, booking forms, audition forms, membership forms, medical forms and other approved Young Gen communication channels.

We may also collect information during a person's involvement with Young Gen as part of the routine administration and running of the Society. This may include, for example, attendance records, rehearsal registers, lunch sheets, medical or welfare updates, production notes, incident records, safeguarding records, payment records and communications relating to rehearsals, performances, workshops, events or promotional activities.

From time to time, we may ask for additional information for a specific purpose, such as permission to attend a promotional event, take part in media activity, appear in a programme, participate in a workshop, or support a particular welfare, medical, safeguarding or production need.

Why We Use Personal Information

- to administer membership, auditions, rehearsals, performances, workshops, events and productions;
- to communicate with members, parents/carers, volunteers, committee members and production teams;
- to provide pastoral care, safeguarding support and appropriate supervision;
- to keep children, young people, adults at risk, volunteers and visitors safe;
- to manage medical, allergy, emergency contact and welfare arrangements;
- to meet child performance licensing, chaperone, theatre, charity, safeguarding, insurance, accounting and legal requirements;
- to use photographs, video and images for programmes, website, social media, publicity, press, archive and promotional purposes where appropriate consent or another lawful basis applies;
- to manage volunteers, safer recruitment, DBS checks where eligible, chaperone licences, training records and suitability checks;
- to monitor compliance with Young Gen policies, including safeguarding, online safety, code of conduct and communication rules;
- to respond to complaints, incidents, accidents, safeguarding concerns, legal claims or regulatory matters.

Lawful Bases for Using Information

Young Gen may rely on one or more lawful bases depending on the circumstances. These may include:

- contract or steps linked to a contract, for example administering membership, workshops, auditions, rehearsals or show participation;
- legal obligation, for example child performance licensing, charity, accounting, safeguarding, health and safety or regulatory requirements;
- legitimate interests, for example running the Society, keeping appropriate records, communicating with parents/carers and volunteers, managing productions and protecting Young Gen's charitable activities;

- vital interests, for example sharing medical or emergency contact information in an emergency;
- public task or substantial public interest conditions where relevant to safeguarding and the protection of children or adults at risk;
- consent, where appropriate, for example certain image, filming or publicity uses.

Where we rely on consent, consent may usually be withdrawn. Withdrawal of consent may not affect use that has already lawfully taken place, such as printed programmes already produced or historical archive material already published where it is not reasonably practicable to remove it.

Safeguarding and Information Sharing

Safeguarding information may be shared without consent where this is necessary to protect a child, young person or adult at risk from harm, to prevent or detect crime, to support statutory safeguarding action, to seek advice, or to comply with a legal or regulatory duty.

Where appropriate, Young Gen may share information with parents/carers, Essex Children and Families Hub, Essex Adult Social Care, the Police, Local Authority Designated Officer/LADO routes, DBS, Charity Commission, NSPCC, medical services, theatres, licensing authorities, insurers, legal advisers or other relevant agencies. Information will be shared on a need-to-know basis and only where there is a lawful reason to do so.

Images, Photography and Filming

Young Gen may take and use photographs, video or audio recordings for rehearsals, programmes, production records, publicity, website, social media, press, fundraising, archive and promotional purposes. Consent arrangements will explain the intended uses wherever possible.

- Images will be used respectfully and safely.
- Young Gen will avoid publishing personal information with images unless this has been agreed and is necessary for the purpose.
- Photographs or recordings must not be taken in toilets, changing areas, dressing rooms, first aid areas or other private/restricted areas.
- Official photographers, videographers, journalists or media visitors must be approved by Young Gen and supervised or accompanied as appropriate.
- Parents/carers, members and volunteers must follow Young Gen image consent, online safety and phone/social media rules.

How We Store and Protect Information

Personal information may be held in paper and electronic form. Young Gen will take reasonable steps to keep information secure, including limiting access to those who need it for their role, using appropriate passwords or restricted access, and storing sensitive records securely.

Safeguarding records, DBS/chaperone information, medical information and other sensitive information will be accessed only by those who need it for safeguarding, welfare, legal, licensing, insurance or operational reasons.

How Long We Keep Information

Young will keep personal information only for as long as necessary for the purpose it was collected, including safeguarding, legal, insurance, accounting, archive and regulatory reasons. The following is a general guide and may be adjusted where there is a lawful reason to keep information for longer or delete it sooner.

Type of information	Usual retention approach
Membership, contact and production administration records	Usually kept while the person is involved with Young Gen and for a reasonable period afterwards for administration, query, insurance or legal purposes.
Medical, emergency contact, allergy and welfare information	Kept while needed for the relevant activity, production or membership period, then updated, securely deleted or archived only where there is a clear reason.
Safeguarding concerns and child protection records	Kept securely for as long as necessary for safeguarding, statutory, legal or insurance reasons, and normally at least until the child reaches age 25 unless a longer period is justified.
DBS and chaperone licence register information	Kept while the person is active in the relevant role and for a reasonable period afterwards. Copies of DBS certificates will not be retained unless there is a specific lawful reason.
Accident and incident records	Kept for health and safety, insurance and legal reasons in accordance with Young Gen retention arrangements.
Financial records	Normally kept for at least six years for accounting, charity and tax purposes.
Images and recordings	May be kept for production, archive and legitimate Young Gen purposes. Images will be deleted or removed where appropriate and reasonably practicable if consent is withdrawn or there is a safeguarding reason.

Who We Share Information With

Depending on the circumstances, Young Gen may share information with:

- parents/carers and emergency contacts;
- committee members, safeguarding leads, chaperones, production team members and volunteers who need the information for their role;
- theatres, venues, licensing authorities and local authorities where required for performances, chaperoning, BOPA, child licensing or safety arrangements;
- medical services, emergency services, police, social care, LADO, DBS, Charity Commission or other statutory/regulatory bodies where necessary;
- insurers, accountants, banks, payment providers, legal advisers and professional advisers;
- approved photographers, videographers, printers, website/social media administrators and IT/service providers acting on our instructions.

Where third parties process personal information on our behalf, Young Gen will take reasonable steps to ensure that information is handled securely and in accordance with our instructions.

Your Rights

Depending on the circumstances, individuals may have the right to:

- be informed about how their information is used;
- request access to personal information held about them;
- ask for incorrect information to be corrected;
- ask for information to be erased where there is no longer a lawful reason to keep it;

- ask for use of information to be restricted;
- object to certain types of processing;
- withdraw consent where consent is the lawful basis for processing.

Some rights may be limited where Young Gen has a legal, safeguarding, insurance or regulatory reason to retain or use the information. To make a request, contact Alison Khattar at alisonk@young-gen.co.uk.

Complaints

If you are unhappy with how Young Gen has used personal information, please contact Alison Khattar at alisonk@young-gen.co.uk so that we can try to resolve the issue.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK regulator for data protection. The ICO can be contacted through www.ico.org.uk or by telephone on 0303 123 1113.

Changes to this Notice

Young Gen may update this Privacy Notice from time to time. The latest version will be made available through Young Gen's usual communication channels and/or website.