

## **National Youth Theatre Privacy Policy**

Updated 15 June 2020

### **Privacy Policy**

This Privacy Policy applies to your use of the National Youth Theatre website or mobile applications, owned or hosted by the National Youth Theatre Trust (collectively the “NYT Services”).

Your privacy is important to us, and we will take all possible measures to control the use of your personal information, and that of any cast members associated with your account. NYT will never share your information with any third party without your express permission. The NYT website does allow the uploading of photographs of our students, and we reserve the right to use those photographs - for example, while casting, or in the show programme - as per our standard disclaimer on all registrations.

#### **1. Information we collect and save:**

NYT collects user data, including parent details, cast members names, email, age, school and medical conditions, so that we can effectively administrate our programmes. We maintain a log of learning, including but not limited to programmes participated in, and a history of auditions, roles, and other show-related data. We make use of technologies such as cookies to store your preferences and maintain your log in. Through an analytics service, we automatically collect non-personally-identifiable information, including device type and browser type, to help us optimise our website.

#### **2. How we use your information**

We collect your name and email address to set up a User account on our website. This email address is used to log in, and will be used to email invoices.

In order to register a cast member for one of our programmes, we collect data such as their name, date of birth, medical conditions, emergency contacts, address, and phone number. We also collect contact details for their primary care giver. These details ensure we can get in touch, especially in case of emergency. All cast communications will go in the first instance to the parent email address provided. Should a cast member email address be provided, they will also be copied to that address.

Any emails collected are used to send out information about the programmes enrolled in. They are also added to our announcement database, so that we can send out information about upcoming programmes or events - you can easily unsubscribe from this database should you not wish to receive these communications.

#### **3. Updating your data**

You can always update your personal information by logging into your account. From here, you can change your user details, and update the registration details of any cast members associated with your account.

#### **4. Cookies**

NYT uses cookies to store user preferences, logged in status, and to record session information. A “cookie” is a small amount of data that is sent to your browser from an Internet server and stored in your computer. You have the option of turning off cookies within your browser, however this may affect the usability of the NYT website.

#### **5. Disclosure**

NYT will not disclose personal information to any third party except as required by law, or to respond to an emergency.

#### **6. Data Retention**

NYT will retain your data as long as you have a registered account. You may request that we delete your personal data and close your account by emailing us at [info@nyt.nz](mailto:info@nyt.nz).

#### **7. Links**

From time to time we may provide links to other sites or applications. NYT is not responsible for the policies and practices of third-party sites.

#### **8. Correcting, Updating, or Removing Information**

You may access, modify, or remove any of your personal information (except for the email address linked to a user account) at any time by logging into your account and accessing the “Account” section. Please do keep your contact details, medical information, and school details up to date. Should you be unable to access your account or change your password - if, for example, you have changed your email address - please contact us on [info@nyt.nz](mailto:info@nyt.nz).

#### **9. Security**

Please do create a secure password, and don't re-use one you use for other websites or services. NYT takes reasonable precautions to secure our data, including maintaining an SSL certificate so that all login procedures are encrypted. We can't guarantee that these efforts will completely secure user account details. We will always let you know should we suspect a breach or compromise. Should you log in to the NYT systems on a shared computer or device, make sure to log out.

#### **10. Changes to our policies.**

This Privacy Policy is subject to change by NYT. Any changes will be notified to those with current accounts.