

## **Our Commitment**

Rhubarb is committed to protecting and respecting your personal data and privacy. This policy explains when and why we collect personal information about users of our services and how that information is stored.

## **How do we collect information from you?**

Rhubarb collects data from its users when they sign a Rhubarb class Registration form prior to the use of our services. Our website does not store any personal identifiable information.

## **What type of information is collected from you?**

Our registration form collects the following information;

- Participants Name.
- Participants date of birth.
- Participants Address.
- Name of parent / Guardian and their email address.
- Two emergency contacts.
- Photograph consent.
- Emergency medical information.
- Consent to share Participants Name, D.O.B and Postcode with LAMDA to enable us to submit and register them for examinations.

## **How is your information used?**

The given email address is used for correspondence regarding classes; Newsletters, term dates, timetables and electronic invoicing.

- The Participants first name is included in the class register to track attendance.
- The Participants first name is visible on the front cover of scripts, and is labelled on their costume.
- On completion of a registration form, any medical information given is used to determine whether any considerations need to be made in class to keep that participant safe and to determine whether any personalised medical plans need to be made.
- If an HCP has been shared with Rhubarb, this will be stored in Rhubarbs closed Red Emergency folder.
- If an 'Permission to administer medication' form has been completed, this will be stored in Rhubarb's closed Red Emergency folder.
- Emergency contact information, is only used only in the event of a medical emergency.

## **LAMDA – Consent to share information.**

As part of the LAMDA Examinations registration process will need to submit your Child's Name, date of Birth and Postcode to enable students to take their LAMDA exams. LAMDA holds this information on a secure database in accordance with data protection legislation.

Your written consent will be needed to be able to do this; this is gathered on our Registration form and a 'Exam signup form' will sent in advance of each set of exams to ensure that this information and permission is up to date.

## **Third Parties**

Rhubarb does not share any of your personal information with any third parties (excluding LAMDA which we will have received previous written consent for).

## **How is your information stored?**

Information gathered by Rhubarb is stored on a computer database securely in line with GDPR regulations and are not passed on to any third parties.

Class registers only list the Participants first name (not surname).

Only class teachers have access to class registers, registration forms and HCP'S. This information is in paper form and is stored securely in a closed folder which is brought to each lesson, registers are shredded at the end of each term.

Information gathered from registration forms and HCP's are held until we have received notification that the participant will not be returning to Rhubarb's classes/services. They are then permanently destroyed. If the participant chooses to attend our classes again in future, a new registration form must be completed.

In the event that class fees remain outstanding once a child has left our classes, then Rhubarb reserves the right to hold onto relevant customer information in order to be able to pursue the collection of these fees through the small claims court.

## **Data Retention**

- In the UK, there is no single, set legal retention period for safeguarding information; however, the general guidance is to keep records only for as long as necessary for safeguarding purposes, as per the Information Commissioner's Office (ICO) and the Department for Education (DfE).
- Rhubarb's policy is to keep Safeguarding and welfare records stored securely in a password protected folder until the student is 25 years of age (seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2019).
- Organisations should keep any records that could be needed by an official inquiry (for example the Independent Inquiry into Child Sexual Abuse (IICSA) (IICSA) 2018).
- First aid/Accident forms and logs are kept for at least three years after the logged incident, or when the child reaches 21 years old (whichever comes first).

## **Registration forms**

All participants who attend Rhubarb classes must complete a Registration form, this ensures we have access to emergency contact details, medical information and photographic consent.

Due to the nature of the sessions, we regret that any young person without a completed registration form will not be able to participate in classes.

It is the responsibility of the child's parent/carers to inform us if their contact details change during the term and Rhubarb encourages them to put this in writing so we can update our records.

Rhubarb will ask all students to re-register each academic year to ensure that our details remain up to date. This may be done either through paper registration forms or an online form.

All information received on our registration forms and documents such as HCP'S will stay confidential within the Rhubarb team and we are fully GDPR compliant and are registered with the ICO. Our data protection policy and Child safeguarding policy can be viewed on our website [www.Rhubarb-Drama.co.uk](http://www.Rhubarb-Drama.co.uk)

Emergency contact information and relevant medical information will be brought to Rhubarb classes each week, these will be kept in a closed folder in case it is needed in the event of an emergency.

By signing our registration form you are consenting for us to hold and store your data. The completion of a Rhubarb's registration form gives Rhubarb permission to contact the person in question regarding classes and services.

You can unsubscribe from Rhubarb's emails at any point by emailing company director Charlotte; [charlotte@rhubarb-drama.co.uk](mailto:charlotte@rhubarb-drama.co.uk).