

Ariel CT GDPR Check List

As you may know, on 25 May 2018 a new data protection regulation will come into effect. The **General Data Protection Regulation (GDPR)** will introduce strict rules around protecting personal data.

What information is being collected by Ariel?

- Address
- Name
- Surname
- Email Address
- Age
- D.O.B.
- Date joined
- School
- Gender
- Medical information If required
- Can the student leave without a parent (Consent requirement)?
- Who is collecting it?
 - Ariel Company Theatre & Ariel Drama Academies
- How is it collected?
 - Email or Documentation
- Why is it being collected?
 - Academy Student information
 - Production Information
 - Body of Persons Information (for student performing licence)
 - [Ticket Source](#) for tickets to events & workshops
 - Distribution of Ariel Newsletter via [Mail Chimp](#)
- How will it be used?
 - Internally for Ariel
 - Point of Contact
 - Medical information (if required for a student/young actor)
 - Notification of events, Important Academy related information, Contacts from Shows production team, Academy related news & general information.
 - Monthly Newsletter (unsubscribe available at the bottom of all newsletters via Mail Chimp – see also [MailChimps GDPR](#) for more information on their policy Rules 16 & 20)
 - Administration or Finance

- DOB for Body of persons (Child welfare in theatre) to West Sussex County Council
- Ariel Email (Newsletters) via Academy Administrators or [Mail Chimp](#).
- Tickets brought for Ariel use (opt in out button available on [Ticket Source](#), when purchasing tickets.
- Who will it be shared with?
 - DOB and student name shared with West Sussex CC. Only for licencing performances.
 - [Mail Chimp](#) for Ariel Newsletters and forth coming Shows/Workshops & other Ariel Events see also [MailChimps GDPR](#) for more information on their policy Rules 16 & 20)
 - We receive email address from those whom purchased tickets via [Ticket Source](#) to our events. We do not send email addresses to [Ticket Source](#).
- What will be the effect of this on the individuals concerned?
 - Receipt of Newsletters for Ariel
 - Receipt of production information if in a Show or Workshop
 - Receipt of forthcoming Ariel Events outside of the above.
- Is the intended use likely to cause individuals to object or complain?
 - No
- How does the information get removed when no longer applicable?
 - Hard copies shredded
 - Entry deleted in Newsletter mailshot system via unsubscribe [Mail Chimp](#) or if requested direct to Ariel.
 - Line deleted in Academy Administration Spreadsheets.