

LEAP Privacy Policy

Our contact details

Name: Lydia Harper

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The type of personal information we collect

We currently collect and process the following information:

- Name
- Email addresses
- Training and Expertise Information

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Performer Call Out Form
- Mailing List

We use the information that you have given us in order to expand our network of performers and artists. And update subscribers on projects ongoing and upcoming.

We may share this information with other members of LEAP including but not limited to Producers, Stage Managers, Designers.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [Lydia.p.harper@gmail.com](mailto:lydia.p.harper@gmail.com)

(b) We have a legitimate interest.

How we store your personal information

Your information is securely stored as Digital Data in a shared Drive Account for LEAP employees. [enter location].

We keep name and Email Address for 2 years. We will then dispose this information by deleting the data from the spreadsheet.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at lydia.p.harper@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at lydia.p.harper@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>