



Kings Langley Musical Theatre Company(KLMTC)

Personal Data Protection Policy

General Statement

In keeping with its overall objectives and in accordance with the requirements of the Data Protection Act 2018, KLMTC will take all reasonably practicable steps to protect the personal data of members and volunteers.

Information held

KLMTC holds information about all active members and volunteers.

The information held is only that which is necessary for KLMTC to carry out its activities efficiently.

Use of Personal Information

KLMTC uses the information to communicate with its members and volunteers and, as far as practicable, to help make decisions relating to members and volunteers as the need arises.

No information about our members and volunteers is shared with any other organisation, without prior consent of the individual.

Storage of Information

Most information is held on computer files. These files are accessed from devices which are password protected.

Any paper-originated data is either transcribed into or scanned into a computer file, and the original paper document destroyed.

Any necessary printed document which contains personal information has a 'shred by' date prominently displayed.

Right to know

All members and volunteers have the right to know what information KLMTC holds about them. Anyone wishing to know what information is held about them should contact KLMTC Chairman and arrangements will be made to provide the information.

Review

KLMTC formally reviews this document once a year.

DATE OF ISSUE : December 2025



CHILD PROTECTION POLICY

Relating to KLMTC member under the age of 18 on the first date of rehearsals.

Kings Langley Musical Theatre Company (KLMTC) recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, with subsequent amendments, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

KLMTC recognizes that child abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. KLMTC is committed to practice which protects young people from harm. All members of KLMTC accept and recognize their responsibilities to develop awareness of the issues which cause young people harm.

KLMTC believes that:

- the welfare of the child is paramount;
- all young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- all suspicions and allegations of abuse should be taken seriously, be reported to KLMTC's Child Protection officer and be responded to swiftly and appropriately;
- all members, volunteers and employees of KLMTC should be clear on how to respond appropriately.

KLMTC works to ensure that:

- all young people are treated equally and with respect and dignity;
- the welfare of each young person is always put first;
- a balanced relationship based on mutual trust is built which enables young people to share in decision-making processes;
- enthusiastic and constructive feedback is given rather than negative criticism;
- bullying is not accepted or condoned;
- all adult members of KLMTC provide a positive role model for interacting with other people;
- action is taken to stop any inappropriate verbal or physical behaviour;
- it keeps up-to-date with health & safety legislation;
- it keeps informed of changes in legislation and policies for the protection of children and young people, and works to comply with these;
- it carries out relevant development and training;
- it holds a register of every young person involved with the Society and retains a contact name and number close at hand in case of emergencies.

KLMTC has, when appropriate, a dedicated Child Protection officer, who is responsible for ensuring that this policy is adhered to.

Review

KLMTC formally reviews this document once a year.

DATED 30/11/25