



Hoxton Hall Privacy Notice for our work with Children, Young People and Communities

This document outlines Hoxton Hall's approach and procedures to the privacy and confidentiality of the children, young people and communities who take part in our participation work.

There are some different approaches relating to privacy with our participation, compared to when audience members purchase tickets for Hoxton Hall's events or signing up to be on our database for newsletters to hear about events, hence this specific document.

Hoxton Hall is committed to protecting the privacy and confidentiality of everyone who engages with our work. We treat all personal details in compliance with the General Data Protection Regulation.

For the work with young people, children, and communities we only collect information in order to provide and monitor our services.

The categories of participant information that we collect, and hold include:

- personal information (such as name, contact details and ethnicity)
- attendance information (such as sessions attended)
- medical information provided by parents/carers and guardians
- special educational needs and referral information
- behavioural Information
- safeguarding information

The reasoning to record and how we might use your data:

- To report back to funders who have invested in the work the participant is taking part in. This will be done anonymously.
- To be confident we have the correct information for a participant in the case of an accident or emergency.
- In case the information is ever legally required for a safeguarding incident.

The above are the only reasons that we would ever share your data.

Storing Data

All new sign ups to our activities through our in house created google forms are password protected and only accessible by trained youth arts team members.

Once the sign-up process is complete all printed session registers are stored in a locked filing cabinet and only kept for a maximum of 1 year, there after all data is stored on our secure online system supported by Qlic IT.

Participant data is stored for as long as they are with a project and 3 years after the end of the financial year they left.

Photography and filming

Hoxton Hall on occasion takes photos and records film data of participants taking part in activities such as workshops, events, trips and performances.

The reasons for this are:

- Reporting back to funders on the progress of a project they have invested in.
- Internal reporting to trustees to show progress on achievements.
- To provide imagery to promote projects through means such as our website, flyers, posters, and social media.
- Occasionally images or data is shared with a partner organisation, but always with consent.

No photos, film or vocal recording will be taken without the signed consent of the parent, carer. A young person 18+ can consent their own image.

In case we will make it clear to the person giving consent and young people how the images are being used and platforms it is shared.

Imagery will be stored for archiving purposes. However, should they wish a parent, carer of young person can remove consent at any time by contacting us at grace@hoxtonhall.co.uk

Access to your data

We would like you to be assured that under data protection legislation, parents and participants can request access to the information we hold.

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

If you have a concern about the way we are collecting or using your personal data:

Firstly, contact our Head of Youth and Community at grace@hoxtonhall.co.uk

You can also call 020 7684 0060

You can also contact the Information Commissioner's Office at [Make a complaint | ICO](#)

