



PLAYFUL DOSES DRAMA CIC DATA PROTECTION POLICY

Policy brief & purpose

Our Company Data Protection Policy refers to our commitment to treat information of employees, customers, service users and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope

This policy refers to all parties (employees, job candidates, customers, service users, suppliers etc.) who provide any amount of information to us.

Who is covered under the Data Protection Policy?

Employees of our company and its subsidiaries must follow this policy. Contractors, consultants, partners and any other external entity are also covered. Most importantly this covers the personal details of any of our service users data that we hold, Generally, our policy refers to anyone we

collaborate with or acts on our behalf and may need occasional access to data.

Legitimate Interest

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are: We have a legitimate interest in storing email correspondence, which include your email address and your phone number to maintain relevant correspondence regarding our services. We believe that those who correspond with us through email or by phone should reasonably expect us to store your name, phone number and/or email address to maintain contact for as long as our correspondence lasts.

What Information We Will Collect

We will store your name and email address for marketing purposes. However, you have the option to unsubscribe. The information we will collect include notes about the sessions and children's names will be anonymised in any reports. We will therefore not be storing any personal details in these reports.

Reasons Why We Collect This Information

This information is collected to help and inform our work as practitioners and for grant funding purposes.

Who We Might Share This Information With and Why

Circumstances where sharing might/will be necessary are as follows:

- Our reflective practitioner – an experienced, qualified and registered psychotherapist who is a source of support in our work with children
- The school's safeguarding lead regarding a safeguarding concern/child protection issue
- Grant funding bodies
- As part of a legal duty

Is This Information Used For Any Other Reasons Than Detailed Above?

No.

How and Where This Information is Stored

All session notes will be stored in a lockable filing cabinet.

When our work involves collecting paperwork such as feedback forms we will:

- Only ask for personal details we need and keep it to a minimal.
- Store paperwork in a locked filing cabinet.
- Keep any electronic documents under password protection.
- We will destroy all documents after three years.

What Happens in the Event of a Data Breach

In the unlikely event of a data breach we have a duty to inform you and the ICO within 72 hours of it occurring.

ICO

Leia Licorish is the Data Protection Officer and is registered with the Information Commissioner's Office www.ico.org.uk/register.

If you have any concerns about how we are handling your data, then please contact the ICO using this reference number: ZB086636.

This policy is reviewed annually.

This policy was adopted by PLAYFUL DOSES DRAMA CIC on 27th January 2024

Last reviewed by Sandy Beech, Senior Director on 29th January 2026