

Data/information held	Where stored	Data retention	What it the data used for
YOUNG PEOPLE AND THEIR PARENTS			
Auditionee application information	Stored electronically with password protection	Held until end of that audition year and then deleted	Basic information for administration purposes
	Paper copies for on the day administration	Destroyed 24 hours after audition process has finished	
Cast member information	Stored electronically with password protection	Held for 7 years after active (except medical and measurements held for one year only) Cast names only will be held in show archive for historic records.	Basic information for show administration purposes, and for healthcare needs of the young person
	Any printed copies of information for at rehearsal/ show week/ camp needs - then destroyed	Held for one year only	Assist care of young person while at rehearsals/ in our care if become unwell/ need medical attention
Cast members will be in show and rehearsal filming, photography and social media posts for promotion of the show - full names will be associated with images - unless parents has specifically asked not to be in any photos at registration			
ADULT VOLUNTEERS			
Adult volunteers	Stored electronically with password protection	7 years after active	Basic information for show administration purposes, and for healthcare needs of the volunteer
	Compass (The Scout Association's online member database, password access only)	TSA policy - forever in some form for historical research purposes	
GENERAL PUBLIC			
Grand draw entrants - name and contact	Printed ticket - kept in lockable cupboard at Arena	Destroyed after show	In order to contact the winner
Leisure wear order/badge - name, contact, sizing	Printed forms/email requests held by one team member only	Destroyed after show	Basic information for sales administration purposes
DVD orders, name, contact	Big Buzz Productions website - password access by one team member only	Kept for DVD promotion if permission given, or deleted.	Basic information for sales administration purposes
Ticket applications/mailling list - name, contact details	Printed form - kept by one team member only in house or locked cupboard at Arena	Destroyed after show	Basic information for sales administration purposes
	Stored electronically with password protection	Kept until requested to be removed from mailing list	Sharing of ticket form