



# The Landseer Players



Date Of Issue: September 2005

## Managing Sensitive Information Policy

The Landseer Players recognise information concerning individuals will be available in the public domain either in the form of printed, photographic or video or electronic material. This information will be carefully monitored and only published when the need arises.

### **Written & Printed Information**

- The Membership Secretary, who will maintain a contact list, will store all society membership forms. The contact list will only be available for Executive Committee use and requests for contact information will only be made through the Membership Secretary.
- Membership forms will be destroyed at the end of each society year.
- Photographs and articles that appear in promotional material and production programmes will not contain any personal information other than the members' name.
- If further contact or personal information is required, permission must be obtained from the member prior to publishing.

### **Photographic and Video Information**

- Any production may be video taped and / or photographed by a person or persons approved by the Executive Committee. Only members of the society will be allowed to purchase videos and photographs. Videos and photographs will not be available to the general public for purchase.
- The general public will be prohibited from photographing, videotaping or recording any production. An announcement will be made before each performance informing the audience that all forms of photography, videotaping and recording are prohibited.
- Notices will be placed within the auditorium informing the audience that the society will be video taping the performance.
- Video recording and photography will be allowed at rehearsals only where a particular requirement has been identified and approval has been granted from the Executive Committee.
- Photographs and articles that appear in promotional material and production programmes will not contain any personal information other than the members' name.
- If further contact or personal information is required, permission must be obtained from the member prior to publishing.
- Parental consent is sought for photographs and video taping of child members at rehearsals and productions.

### **Electronic Material**

- Photographs, video recordings and contact information may be published on the society web site. No personal information will be published without prior consent of the member.
- Photographs, video recordings and contact information may be published on other web sites, for promotional and publicity reasons, over which the society has no control.
- If further contact or personal information is required, permission must be obtained from the member prior to publishing.

### **Disclosure Information**

- All Disclosure Information will be held 'In Confidence' by the Child Protection Officer.