

PRIVACY POLICY

Last updated: September 2026

1. Who we are

Cairo Amplified CIC is a Community Interest Company based in Chesterfield, Derbyshire.

We provide inclusive music, live-event, creative and community activities for young people, including our Creative Connections programme.

Cairo Amplified CIC is responsible for deciding how personal information collected through our website, programmes and activities is used.

For questions about this Privacy Policy or how we use personal information, contact:

Cairo Amplified CIC

Data Protection Contact: Sarah Darracott-Hawkins

Email: sarah@cairoamplified.co.uk

Registered Office: Office 1 Izabella House, 24-26 Regent Place, City Centre, Birmingham, United Kingdom, B1 3NJ

Company Number: 17240145

2. Our commitment to privacy

We take the privacy of young people, parents and carers, staff, volunteers, tutors, applicants and supporters seriously.

We aim to collect only the information we genuinely need, use it fairly and transparently, keep it secure and retain it only for as long as necessary.

We recognise that children and young people require particular protection when their personal information is being used.

3. Information we may collect

The information we collect depends on your relationship with Cairo Amplified.

Young people participating in our programmes

We may collect:

- name;
- date of birth and age;
- contact details where appropriate;
- parent or carer details;
- emergency contact details;
- attendance information;
- preferred programme/session;
- interests, instruments and experience;
- accessibility and communication requirements;
- relevant health, medical, allergy or medication information;
- information required to support safe participation;
- collection or independent-travel arrangements;
- records of accidents or incidents;
- safeguarding information where necessary;
- photographs, video or audio where appropriate permissions have been obtained.

We will only collect information that is reasonably necessary to run our activities safely and appropriately.

Parents and carers

We may collect:

- name;
- email address;
- telephone number;
- address where required;
- relationship to the young person;
- emergency contact information;
- correspondence with us;
- consent and permission records.

Staff, tutors, volunteers and applicants

We may collect:

- name and contact details;
- CV and application information;
- employment or professional history;
- qualifications and experience;
- references;
- identity information;
- safeguarding and training records;
- DBS-related information where legally permitted and appropriate;
- payment and contractual information.

Our DBS policy requires checks for relevant staff, volunteers and directors and states that recruitment decisions will be made fairly rather than automatically discriminating because information appears on a criminal record check.

Website visitors and people contacting us

We may collect:

- name;
- email address;
- telephone number;
- information submitted through contact forms;
- technical information about use of our website;
- cookie information where applicable.

4. Why we use your information

We may use personal information to:

- administer programme registrations;
- determine eligibility for particular programmes;
- communicate with parents, carers and participants;
- plan and deliver sessions, workshops and events;
- support the individual needs of participants;
- manage attendance;
- keep young people safe;
- respond appropriately to accidents, emergencies and safeguarding concerns;
- organise trips, performances and events;
- manage staff, tutors and volunteers;
- undertake safer recruitment;
- process applications for vacancies;
- manage our contractual and financial obligations;
- respond to enquiries;
- evaluate and improve our programmes;
- meet funding and reporting requirements, using anonymised or aggregated information wherever appropriate;
- share news and marketing where appropriate permission has been obtained;
- comply with our legal obligations.

5. Our lawful bases

UK data protection law requires us to have a lawful basis for using personal information.

Depending on the circumstances, Cairo Amplified may rely on:

Consent – where you have freely chosen to allow us to use information for a particular purpose, such as certain photography or marketing activities.

Contract – where processing is necessary to enter into or fulfil an agreement.

Legal obligation – where we need to process information to comply with the law.

Vital interests – in exceptional circumstances where information needs to be used to protect someone's life.

Legitimate interests – where it is reasonably necessary for Cairo Amplified to operate its programmes and activities and those interests are not overridden by the rights and interests of the individual, taking particular care where children are involved.

6. Health, accessibility and other sensitive information

Some information we collect may be classed as **special-category personal data** under UK data protection law.

This can include information concerning a person's health, disability or other particularly sensitive matters.

We may need relevant health, medical, accessibility or support information so that a young person can participate safely and so that we can make appropriate arrangements.

Where we process special-category information, we will identify both an appropriate lawful basis under Article 6 UK GDPR and an appropriate condition under Article 9 UK GDPR and, where required, the Data Protection Act 2018.

We will only collect information that is necessary and proportionate for the purpose concerned and will apply additional safeguards to sensitive information.

The ICO requires organisations processing special-category data to identify and document both of these grounds before processing begins.

7. Safeguarding

The safety and welfare of young people is our priority.

Cairo Amplified has a Child Protection and Safeguarding Policy and a named Safeguarding Lead.

Safeguarding Lead:

Sarah Darracott-Hawkins

Email: sarah@cairoamplified.co.uk

Information may sometimes need to be recorded or shared where we believe a child or young person may be at risk of harm.

Where necessary and lawful, this may include sharing relevant information with organisations or professionals such as children's services, the police, health professionals or other safeguarding bodies.

We will only share information that is relevant and necessary in the circumstances.

Consent is not always required before sharing personal information for safeguarding purposes. The ICO specifically recognises that organisations may lawfully share children's information to protect them where an appropriate lawful basis applies.

8. Photography, video and media

Photography, video and content creation may form part of Cairo Amplified activities.

We recognise the difference between young people participating in creative media activities and Cairo Amplified using identifiable images or recordings publicly.

Where appropriate, we will seek separate permission before using identifiable photographs or recordings of a young person for purposes such as:

- our website;
- social media;
- promotional materials;
- press and publicity;
- funding or programme reports.

Where consent is the basis on which we use an image, consent can be withdrawn for future use.

Choosing not to give permission for public photography or video will not prevent a young person from participating in our programmes.

We cannot always remove material that has already been lawfully published, printed or shared by third parties, but we will take reasonable steps in response to a withdrawal request.

9. Who we may share information with

We do not sell personal information.

Where necessary, information may be shared with:

- staff, directors, tutors and volunteers who need it to perform their role;
- venues and delivery partners where necessary;
- professional advisers;
- insurers;
- funding bodies, normally using anonymised or aggregated information;
- IT, website, email and data-storage providers acting on our behalf;
- safeguarding agencies, children's services, police, health professionals or other authorities where necessary;
- regulators and public authorities where legally required.

Anyone handling personal information on our behalf is expected to protect it appropriately.

10. Our systems and service providers

We use third-party technology to operate Cairo Amplified.

This may include systems for:

- website hosting;
- online forms;
- contact and programme management;
- email;
- document storage;
- communications;
- accounting and administration.

Some service providers may process information outside the United Kingdom.

Where this happens, we will take reasonable steps to ensure appropriate safeguards are in place as required by UK data protection law.