



## The Stage Door Choir Workplace Policy

At The Stage Door Choir, we are committed to fostering a professional, respectful, and legally compliant environment for all our employees, contractors, and collaborators. Our workplace policies are designed to uphold the highest standards of data protection, fair compensation, and industry best practices.

### 1. Data Protection and Privacy

We adhere strictly to the guidelines set forth by the UK's Information Commissioner's Office (ICO) concerning the General Data Protection Regulation (GDPR). This commitment ensures that personal data of our staff and members is processed lawfully, transparently, and securely. Key principles include:

- **Lawfulness, Fairness, and Transparency:** Personal data is collected and processed with clear communication about its intended use.
- **Purpose Limitation:** Data is collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- **Data Minimization:** Only data that is necessary for the intended purposes is collected and processed.
- **Accuracy:** We take reasonable steps to ensure personal data is accurate and kept up to date.
- **Storage Limitation:** Personal data is retained only as long as necessary for the purposes for which it was collected.
- **Integrity and Confidentiality:** Appropriate security measures are in place to protect personal data against unauthorized or unlawful processing and against accidental loss, destruction, or damage.

For detailed guidance, refer to the ICO's employment practices code.

### 2. Fair Pay and Working Conditions

The Stage Door Choir is dedicated to ensuring fair compensation and equitable working conditions for all performers and staff. We align our practices with the standards advocated by the Musicians' Union and Equity, which include:

- **Fair Compensation:** All engagements are compensated at rates that meet or exceed industry standards, reflecting the skill and professionalism of our team.
- **Equal Opportunities:** We are committed to providing equal employment opportunities, ensuring that all individuals are treated fairly regardless of gender, race, age, disability, sexual orientation, or any other protected characteristic.

### **3. Compliance with Industry Standards**

We actively engage with industry bodies to stay informed of best practices and legal obligations. This includes:

- **Ongoing Training:** Providing regular training and resources to our staff to ensure awareness and understanding of their rights and responsibilities.
- **Policy Review:** Regularly reviewing and updating our policies to remain compliant with current laws and industry standards.

### **4. Reporting and Addressing Concerns**

We encourage open communication and have established procedures for reporting concerns related to data protection, compensation, or working conditions. All reports are taken seriously and addressed promptly and confidentially.

By adhering to these policies, The Stage Door Choir aims to create a supportive and professional environment that respects the rights and dignity of all individuals involved in our organization.