

## **The South Devon Players Confidentiality Policy**

As with most media and arts based organisations, who create entertainment, there are times when information has to be kept confidential.

This information can be in a variety of forms, mainly including, but not limited to: “Trade secrets”, peoples personal information, spoilers for shows or films, security designs for tickets, “agency” castings.

In general, check if something has been put online on our website, or official social media, then it is open to be shared in the public domain.

Information and images put solely on the locked/ private cast or production team social media discussion groups may not be free to be shared, and if in doubt please always ask.

We do not engage in “inter-company espionage” and we will not tolerate others who do, internally, or externally. This is an instantly ban-able offence. The committee reserve the right to refuse any contact with, or team admission, to any or all members of any organisations found to be engaging in same, without explanation. Any company with a genuine enquiry is welcome to contact us officially.

Information which must NEVER be shared publicly, in any media, or to anyone outside The South Devon Players or to other organisations, without the written approval of all committee officers:

- Current/ coming stage show or film production scripts other than audition “sides”.
- Company “trade secrets” (if you are told that something is confidential, then it remains confidential)
- Information on company network contacts.
- Any personal contact details for any other member, or member of the public.
- Behind the scenes “silly photographs or videos” (unless already available on our official public website or social media)
- Information on any individual disciplinary cases, in which someone can be identified, unless a committee-approved press release has been issued or unless required by a medical or law-enforcement official.
- Medical information for a member (unless during an emergency, to a medical official with correct identification)
- (If you are in our agency,) the production details for any external project for which you are working, as represented by us without express written permission from the external production company
- Designs for tickets, or other “security”-based media.