

SCOPE

This policy covers the website operated by Academy Arts Limited through webeden.co.uk & membermeister.com

We comply with data protection legislation such as the Data Protection Act 1998. This regulates the processing of personal data relating to you and grants you various rights in respect of your personal data. We'd like to reassure you that any personal data you give us will be treated in complete confidence.

The aim of this statement is to tell you how we use any personal data we collect about you through our websites. Please read it carefully before you proceed.

WHAT INFORMATION DO WE COLLECT?

You do not have to give us any personal data in order to use our websites.

However, by registering with us, you agree that we may process the data below for the purposes outlined in our Privacy Policy.

Parents and students

If you wish to enrol a student with Academy Arts Theatre School, we will collect the following personal data: parent or guardian's name; contact and address details; relationship to the student; emergency contact numbers; name, age, gender and date of birth of student; and any medical conditions the student has. If the student is over 16 years of age, please ensure that you have their permission to share these details with us.

Academy Arts will from time to time take photographs and film footage of students during class time for use in Academy Arts marketing and publicity material (both online and offline). If you do not wish for your child to be photographed/filmed please let the school Principal know in writing.

Online payments made to Stagecoach are processed securely by PayPal, Santander or GoCardless and the information you provide is communicated in a strongly-encrypted format between PayPal, Santander or GoCardless and your bank or credit card company. Academy Arts does not directly collect, process or store financial information.

Teachers

If you wish to apply to become a teacher with Academy Arts, we will collect your name, contact details and information contained in your CV in order to make this information available to the Principal for recruitment purposes. If you provide details of a reference, it is your responsibility to make sure that the person is aware that you have forwarded his/her details for these purposes. If you are taken on by the Principal, we will also keep details of your DBS certificate reference number and date of issue and any training qualifications.

Other individuals

If you wish to contact us for other purposes, we ask for your contact details so we can respond to your queries.

Sensitive personal data

The Data Protection Act gives special protection to sensitive personal data which will include information relating to health or sex life, race or ethnic origin, political beliefs or membership, philosophical or religious beliefs, trade union membership and information about the commission of offences and related proceedings. You should only provide this information if it is required in response to a mandatory question on our websites, or if you are otherwise content for us to process this information

HOW WILL INFORMATION ABOUT YOU BE USED AND SHARED?

The information we collect allows us to:

- Locate and put you in touch with the school
- Process your request to become a teacher
- Provide teaching services in singing, dance and drama and the organisation of performances
- Administer our websites and provide customer services;
- Meet legal, regulatory and compliance requirements including the administration of Academy Arts's statutory obligations relating to children;
- Communicate with you
- Send you surveys and competitions
- provide you with information about our products and services which may be of interest to you from time to time including holiday workshops and productions.

We may employ the services of a third party to help us in certain areas, such as website hosting, support and maintenance, and child protection issues. In some cases, the third party may receive your information. However, at all times, we will control and be responsible for the use of your information.

We may also disclose your personal data when we believe this is required by law, to enforce or comply our terms and conditions or to protect the rights, property, safety of Academy Arts, our customers or others.

MARKETING COMMUNICATIONS

From time to time, Academy Arts may wish to provide you with information about Academy Arts' products and services (including by online targeted advertising, post, phone, email and text) which may be of interest to you.

If you do not wish to receive such information, please let us know info@academyarts.co.uk

LINKS

Our websites may contain links to other third party websites over which we have no control. We are not responsible for privacy policies or practices of any websites to which you choose to link from our site. We encourage you to review the privacy policies of those other web sites so you can understand how they collect, use and share your information.

SECURITY

We have implemented reasonable technical and organisational measures designed to secure your personal data from accidental loss and from unauthorised access, use, alteration or disclosure. However, the Internet is an open system and we cannot guarantee that unauthorised third parties will never be able to defeat those measures or use your personal data for improper purposes.

HOW TO CONTACT US

You are entitled to see the information held about you. You may review, correct, update or change your personal data at any time.

If you have any other questions about this policy or your personal data, please contact us on info@academyarts.co.uk

Changes to our privacy policy

If our privacy policy changes in any way, we will place an updated version on the website. Regularly reviewing this page ensures that you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.