

## ***This Privacy Policy explains how we use any personal information we collect about you when you register with us.***

### **What information do we collect about you?**

We collect your contact information and any medical information you choose to provide us with regarding your child when you register. Website usage information is collected using cookies.

### **Legal Basis**

Under the new data protection law starting in May 2018 there are a number of lawful reasons that we can use (or 'process') your personal information. One of those is called 'Legitimate Interests'. Broadly speaking Legitimate Interests means that we can process your personal information if we have a genuine and legitimate reason and we are not harming any of your rights and interests. So, what does this mean? When you provide your personal details to us we only use that information for our legitimate business interests in carrying out our work of providing safe classes and shows for you and your child and only in a way that you would expect us to.

### **How will we use the information about you?**

We only collect information about you to communicate with you, manage your account, comply with Child Protection Legislation to ensure your child's health and safety whilst they are with us. We will not disclose any information to any company outside of Act One unless it is necessary to do so in order to provide our services or we are required to do so by law. We will send you important information every now and then via our email Newsletter in order to keep you up to date with the things that you need to know. This could be changes to our policies, timetable, venues, information about classes, watching week, performances and workshops that the school is organising or taking part in, or other important messages for our parents. Versions of it will be available on our website and on Facebook. We do not share your information with companies outside of Act One for marketing purposes. We are legally obliged to process and retain some data for tax purposes.

### **Photography**

**Historic Photographs:** It would be impossible to identify every individual in every photograph that we hold and have taken over the years. We believe it is in our legitimate interest to use historic photographs and that those individuals in them would reasonably expect us to continue to use them. If, however, you have any objections to the continued use of an historic photograph on our website or Facebook page, please contact us and we will delete them immediately.

**Future Photography:** From 3rd April 2020, any new photographs we use will only be where we have received explicit consent which is given by parents, in the first instance, on the Act One Student Registration Forms.

## Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org). You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

## Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

## Access to your information, correction and 'Right to be Forgotten'

We want to make sure that your personal information is up to date and kept only for as long as is necessary. We also want to make sure that your child's information, particularly any medical needs are accurate and up to date. You have the right to request a copy of the information that we hold about you. You may ask us to correct or remove information. If you would like a copy of some or all of your personal information, or request that we correct or delete your information please email us at the following address – [rebecca@act-one-drama.co.uk](mailto:rebecca@act-one-drama.co.uk). In certain circumstances we may make a small charge for this service. Deleting your information will mean that you and your child will no longer be able to attend the school.

## Changes to our privacy policy

We keep our privacy policy under regular review and we will announce any updates. This privacy policy was last updated on 3rd April 2020.