



PRIVACY POLICY: Footlights Performance Academy

We are committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act 2018 (DPA) up to the 4 July 2023 and the General Data Protection Regulation (GDPR) from the 4th July 2023 onwards.

This policy explains how the information we collect about you is used and kept securely and explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

We need to process information about you and your child for the following reasons:

To provide our performing arts class/activity, communicate with you about the Footlights activity your child takes part in, changes to our terms and conditions and to process payments.

How we use your information

We use your information to make sure your child is safe and happy during their time at Footlights Performance Academy. This includes important medical information, which we may need to be aware of when your child is taking part in Footlights activities.

We collect this information for the following reasons:

To identifying any reasonable adjustments and adaptations to support inclusion: If you or your child has a disability or any special needs, we will review the information you have provided to help us identify any action we can take to support inclusion. We may need to ask you for more information to help us in this process.

To respond to any comments, questions or complaints you may send us.

To maintaining Class attendance records and contact details for emergency purposes

To submit children for examinations within the performing arts these may include but are not limited to the ISTD, RAD and LAMDA.

We may use your child's photograph, film and words for the purposes of promotion of our events and classes in newspapers, magazines and any other media such as websites, Footlights Social Media, information leaflets, and presentations. We also like to record images and film to keep a historic record of events.

Once an image is published we cannot stop others from copying it and using it. You may ask Footlights to not use your image or words for any new purposes. We will comply with this request but we will be unable to remove images that have already been used in publications or publicity materials.

We will retain your images for three years unless you withdraw your consent. After this time the images we store will be reviewed and will only be kept if they are considered to be important or useful to Footlights Performance Academy.

Due to the nature of Footlights Performances and events if you do not consent for your child's image to be used by Footlights there may be some events that they will not be able to take part in, as we will not be able to guarantee their image will not to be taken.

You have the right to object to any of the above uses of information by contacting us. Please note that in some cases this may affect our ability to carry out the things we need to do for you and for your child to take part in Footlights.

We may also use your information to comply with applicable laws and to protect legitimate interests. This includes but is not limited to the use of your information relating to legal claims and compliance and regulatory activity.

Marketing

With your consent, we may send you information by email, SMS or

via social media about club news, activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information at any point by contacting us. We will not share your information with any other organization, except with your consent or in exceptional/emergency circumstances where we believe that the sharing of information about you or your child is vital to protect you, your child or another person.

Individual Rights

You have the right to see the personal information we keep about you such requests are called subject access requests. If you would like to make a subject access request please contact the Footlights: footlights@footlightsperformance.com

You will also need to provide two forms of identification e.g. driving licence, utility bill or passport. If we do hold other information about you, you can ask to delete it or correct inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

Data Retention

If you leave Footlights, We will archive your information for 60 days. During this period, you can request that we retain your details for future activities and events information updates. After this period, the information will be deleted except where there is a legitimate and lawful reason to continue to hold your data. In the absence of a legitimate and lawful reason to retain any other information we hold about you, this will be deleted after 12 months unless you re-join the Footlights within that period.

Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in July 2023.