

Abstract Dance & Performing Arts Privacy Policy

Statement

Abstract Dance & Performing Arts provide tuition, education and services relating to the performing arts. Abstract Dance & Performing Arts is committed to protecting your personal information, rights and freedoms of individuals in accordance with the Data Protection Act 1998 and the (GDPR) General Data Protection Regulations 2018. This privacy policy relates to use of your personal data provided to us on your enrolment form, via emails, letters, telephone, texts or correspondence. Abstract Dance & Performing Arts is registered with ICO, Information Commissioners Office under registration reference ZA393167.

By submitting your information to us on an enrolment form, email, letter, correspondence, text or telephone call we assume your consent to us using the information to provide you with the services that we offer and for administration purposes of your membership. If you are under 18, a parent/guardian must fill in the enrolment form on your behalf. Legitimate interest and contract is the legal basis for collecting and holding this information.

What data we collect

Name, parent's name, address, telephone/mobile numbers, ip address, relevant medical information, date of birth, gender, nationality/ethnic background, email address, emergency contacts, current school or workplace, CV's, social media accounts, unique learner number, exam board pin codes, examination mark sheets, festival/competition mark sheets/results, previous relevant exams or experience in the performing arts and ongoing permission for use of still or moving images of children or adults for use on but not limited to social media and websites. Abstract Performing Arts Centre, 178 London Road, Portsmouth PO2 9DP records and stores moving images of visitors to the site.

Why we collect your data

We collect the data that you provide for administrative purposes of your membership including but not limited to collecting fees, offering relevant training and opportunities and complying with child employment licensing. We collect CCTV footage for the legitimate purpose of crime prevention and health and safety.

How we use your data

We use the information provided for administrative purposes including but not limited to collecting fees or paying invoices. We may provide you with information about our products, services and activities, we may also contact you about opportunities with third parties however your data information will not be shared unless you wish to take part in such events and therefore your data may need to be shared with the relevant third party.

How we share your data

We may share your information with selected third parties including tutors for the purpose of, including but not limited to providing you with education, training, examinations, performance opportunities, experiences, competitions, festivals and auditions. We do not share your personal data with any third parties other than for the purposes of providing you with our related services and receiving and storing of your information. We will advise you that we are sharing your information with third parties including but not limited to examination boards and councils prior to sharing your data. We do not buy or sell data. CCTV footage may be shared with law enforcement.

How long will we store your data

We store your data for as long as you are a member or a freelance provider at Abstract Dance & Performing Arts and after for 10 years for the following reasons. Once you cease to attend or cease to provide freelance services we will continue to hold sufficient information to contact you for collection or payment of outstanding fees or invoices and for us to be able to identify you as a previous member. You may request for your personal information to be removed once you cease to be a member or provide services and once your balance reaches £0 by clicking the 'right to be forgotten button' or emailing headoffice@abstractdpa.com. Name and class attendance, exam results, performance history, examination mark sheets, performance programmes and any other information needed for statistics and business analysis will be kept indefinitely. CCTV footage will be stored in a locked facility for a limited time dependant on the overwrite facility of the system.

Photographs/Videos

If you have given permission on enrolment for Abstract Dance & Performing Arts to take photographs/videos being taken and posted online, in the press and being used for future advertising. When photographs or videos are posted on social media only the student's first name will be quoted, we do also try to tag parents or the student in the photographs/videos as often these uploads can be missed by the student/parent, if you or the student does not want to be tagged in photographs please ensure your social media account has been updated to not allow tags to be accepted.

Contacting you

We may contact you as part of your membership to remind you of important dates/deadlines, events and payments being due, to reply to any correspondence from you and to offer you relevant services. You have the right to opt out of receiving marketing information from us at any time by contacting us at headoffice@abstractdpa.com. or by texting STOP to 07708 720711.

How we store your information

Information is stored on computers, laptops, mobile phones and ipad/tablets as well as computing systems including data storage software with controlled access with passwords and relevant secure facilities. Bank details for payment of invoices is entered into the relevant bank account payment system of Lloyds Bank and is managed over the internet by their encryption software and industry standard security. This ensures we have taken all reasonable measures to protect your information provided over the internet although we cannot guarantee absolute security due to the nature of the internet. Any information stored on paper will be kept to a minimum and stored securely in a locked facility. For Facebook, individual website hosts and data storage provider's privacy policies please refer to the relevant websites, links available upon request. CCTV footage is stored on the system hard drive in a locked facility. Any major breaches of information security will be reported to the Information Commissioners Office within 72 hours of being aware of the incident. If you believe there has been a breach of information security you may contact the Information Commissioners Office for further advice on 0303 1231113.

Your right to know what information we hold for you

You have the right to know what information we hold on you and you can contact us at headoffice@abstractdpa.com to place a data protection access request. We will provide this information to you within one month of the request free of charge unless there is a legitimate reason to charge an administrative fee for the service and we will advise you of this prior to the charge. We have the right to refuse a request that is manifestly unfounded or excessive. Within one month we will tell you why we have refused a request and advise you how to complain. You have the right to have any incorrect information we hold on you corrected by us. You have the right to complain to the Information Commissioners Office if you have a complaint about how your data is being dealt with.