Be Performing Arts Privacy Policy

Our contact details

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At Be Performing Arts we are committed to complying with the General Data Protection Regulations (implemented on 25th May 2018) to comply with current legal standards and to maintain the trust and confidence of all our students, parents and audience members who visit us in person, and those who contact us via other means. Here you'll find information on how we treat data collected from our students and parents.

We currently collect and process the following data and information.

Personal identifiers such as contact information (Name and contact information (Email, phone numbers)

How do we get personal information and why do we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To contact you about upcoming lessons, shows or events (Holiday clubs, guest workshops)
- To correctly invoice you for classes/workshops/clubs/uniforms.

We use the information that you have given us in order to accurately send out internal promotional materials and to communicate with our students and parents.

We may share this information with exam boards when appropriate.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Your consent. You can remove your consent at any time. You can do this by contacting [beperformingartsuk@gmail.com**]**

We have a legitimate interest.

How we store your personal information

Your information is securely stored on GDPR-compliant servers and is handled in accordance with the GDPR principles. All staff are trained to handle any personal information competently and securely we hold.

We keep your data for the duration of your enrollment at Be Performing Arts. We will then dispose of your information by completely erasing it from all servers.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at beperformingartsuk@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at beperformingartsuk@gmail.com or in writing to Unit 3, Park House Hurdsfield Road, Macclesfield SK10 1LL.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk