

THEATRIX PRIVACY NOTICE

POLICY ON DATA PRIVACY AND CONFIDENTIALITY

Theatrix Productions and Theatrix Performing Arts are committed to safeguarding the privacy of all enquirers, their young students and their parents or guardians, their adult students, alumni and teachers. Theatrix collects any such personal data to facilitate the day-to-day conduct of its teaching and directly associated activities – student admissions, examinations, stage productions or film work. Theatrix may also collect personal information regarding an individual's wider family or friends where appropriate, eg where an emergency contact is nominated by or on behalf of an individual; or where there is a safeguarding issue in respect of an individual. Theatrix will never collect sensitive personal data of anyone without their explicit consent and a clear explanation why it is required.

We process personal data so that we may fulfil our contract with you, and our statutory obligations to legal authorities. We also process personal data where it is of vital interest that we do so, for example emergency contact numbers, potential allergies and so on. We also have a specific interest in keeping historical business records, and behaving professionally when someone contacts us and with whom we may not yet have or no longer have a contract (for example an alumnus), by keeping a record of earlier communications. Additionally we may wish to process other personal information for which we will seek your consent.

We shall do our best to keep your information securely. Theatrix will not pass on personal or financial information to any third party, unless we are legally obliged to or unless we have your prior consent to do so. We will not send you "marketing" information unless you have solicited it. The information you supply will be stored confidentially on our computer database. Access to the database is restricted to the Principal, the Administrator (who also acts as Data Protection Officer), and the Theatrix personnel responsible for maintaining it.

You are welcome to inspect the information held on you and/or your child/children at any time. Periodically Theatrix will send you a copy of the information held to provide you with an opportunity to update it. Under the law, you have the right to see this information and have it corrected. You also have the right to withdraw consent, and to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the General Data Protection Regulations or Data Protection Act 1998 with regard to your personal data. You can enforce any of your rights under the GDPR or DPA by contacting the Theatrix Data Protection Officer at Theatrix. He or she will respond within one calendar month of such a request.