

Please read and sign your acceptance of the policy below:-

DATA PROTECTION POLICY

This privacy policy sets out how the Alma Rippon Theatre School uses and protects any information that you give the Alma Rippon Theatre School when you use this website or register a pupil with the school.

The Alma Rippon Theatre School is committed to ensuring that your privacy is protected. If we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

The Alma Rippon Theatre School may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy was reviewed and issued in May 2018.

What we collect

We may collect the following information:

- Pupil's name, Parents/Guardian name
- Contact information including email address, telephone numbers, address and postcode
- Medical conditions that may be relevant to the pupil
- ISTD PIN number
- Child's date of birth

This information is not stored in a database on the website. On downloading of any forms on the website, the information is handed to us in hard copy and resultant information is held on a secure stand-alone computer. Hardcopy forms are handled in a similar manner.

Why we collect your information

We collect this information to enable us to run an efficient teaching programme and maintain appropriate records required for business purposes.

What we do with the information we collect

For information collected on the contact form, we will use this to contact you. Your address and email will also be kept on file for The Alma Rippon Theatre School to contact you with relevant information.

Any information we collect will never be sold or shared with any 3rd party without your consent and is collected only for use by Alma Rippon Theatre School.

Access to information is restricted to school staff.

One exception to this is that the Alma Rippon Theatre School is required to supply the Imperial Society of Teachers Dancing (ISTD) pupil names, PIN numbers and dates of birth in order to register pupils for exams.

Retention

We only retain information relating to current students, and where appropriate their Parents or Guardians, registered and attending classes.

When we are notified that a student is discontinuing classes we will delete any personal data we hold for that student within 90 days of the date of notification or the date when any outstanding fees are paid.

Security

Web forms are sent via HTTP and are not secure. For this reason, we do not require sensitive information to be sent on any forms.

When a student wishes to register with us, full personal details will only be collected and retained in hard copy format and not transmitted by email.

On registering a student with us you will also be provided with a form outlining our policy regarding the use of student photographs and videos. Your consent is required for this and you may opt in or opt out according to your preference.

Any photos or videos we retain for school purposes are stored on a single, non-networked computer in an encrypted file.

Cookies

We do not knowingly set any cookies.

Links to other websites

Currently, we do not support any links on our site to other sites. As time goes on it is possible we may consider this. A link on our site will not necessarily represent an endorsement of the content on those sites.

Controlling Your Information

If you want to check whether we have your information or not, in order to add or remove your details, contact us at info@almarippon.co.uk.

Please also contact us if any of your personal information changes (e.g. change of phone number or address). We wish to ensure that all information we hold is accurate and up to date.

If you need more information, or are not clear on any of the above points, please don't hesitate to contact us.

Complaints

If you believe you have a complaint about the way your data is processed you have the right to contact the Information Commissioners' Office.

I have read and accepted the school's Data Protection Policy

Name

Signature

Date / /