



## Privacy Notice

The **Robyn Academy** takes great care to preserve your privacy and safeguard any personal data you provide to us. This Privacy Notice explains how we will collect and use your personal data.

We may change this Privacy Notice from time to time so please check regularly to ensure that you are happy with any changes.

### 1. Who we are

We are **The Robyn Academy of Performing Arts**. Our registered address is *152A Milton Road Gravesend Kent DA12 2RG*.

### 2. What personal data do we collect?

We may collect personal data from such as

- Your name
- Your address
- Your date of birth
- Your telephone number
- Your email address

### 3. How do we use your personal data?

We will use your personal data in a number of ways which may include

- Processing your registration form to attend classes.
- Keeping you updated about your classes, Academy dates and examination information.
- Sending you copies of our timetable.
- Keeping you updated about future events
- Processing any applications for a competition, examination or show.
- Including your name in our printed programme.
- Responding to a general enquiry made to us.
- Dealing with a complaint or concern raised to us about one of our staff/volunteers/chaperones.

### 4. Who do you share my share my personal data with?

We will only ever use your personal data to manage your involvement with us including keeping you up-to-date with any Academy news.

If you are not involved in the Academy, then we will only use your personal data to deal with the issue or enquiry that you have raised directly with us.

We will never sell your details to any third party and we do not buy any personal data.

We may share or disclose your personal data if we are required to do so by any law or court order.

### 5. What is the legal basis for processing my information?



In some cases, we will only process your personal data where we have your specific consent to do so *e.g. to include your name in our programme / to use your photo on our website/ to stay in touch with you about our new classes.*

We may also process your personal data because there is a legitimate interest for us to do so as part of our work, and it is reasonable to expect that your information would need to be processed by us for to complete this work. For example, it is reasonable for us to collect your name, address and contact details to be able to process your acceptance to the Academy and you would reasonably expect this to happen for your registration to proceed.

Whenever we process your personal data under the legitimate interest lawful basis, we make sure that we consider your rights and interests and will not process your personal data if we feel that there is an imbalance, or you would not reasonably expect your data to be processed in this way.

## **6. How do you keep my information secure?**

We have implemented appropriate physical, technical and organisational measures to protect the personal data from improper access, use, alteration, destruction and loss.

Our website may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. Please be aware that advertisers or websites that have links on our site may collect personally identifiable

information about you. This privacy statement does not cover the information practices of those websites or advertisers.

Those websites may have their own privacy policies and we encourage you to look at those policies or contact the website operators directly to understand how your personal data is used.

We may send communications to you by email. Email is not a fully secure means of communication, and whilst we do our utmost to keep our systems and communications protected we cannot guarantee this.

If you want to exercise any of these rights or make a complaint, you can by email [studio@robynacademy.com](mailto:studio@robynacademy.com) or write to:

### **The Data Manager**

***Jacqueline Moore 152A Milton Road Gravesend Kent DA12 2RG***

You can also make a complaint to the Information Commissioner's Office and the contact details and further information about how to do this can be found at: <https://ico.org.uk/>

In certain circumstances we might not be able to provide you with access to some of your personal information, but where appropriate, we will notify you of the reasons for this.

## **10. How long do you keep my information for?**

Your personal data will not be retained by the Academy for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed, subject to certain legal obligations mentioned below.



We will retain personal data in accordance with our data retention policy set out below. We review our data retention periods for personal data on a regular basis.

We will hold personal data relating to:

**Your Academy entry** for 12 months following the termination of lessons.

**Subscribing to our newsletter or email updates** about future festivals - you can unsubscribe at any time from our mailing list.

We are legally required to hold some personal data to fulfil statutory obligations, or to support certain financial transactions.

The law allows you to withdraw your consent to any usage of your data at any time without needing to specify a reason. You can withdraw your consent by emailing us at [studio@robynacademy.com](mailto:studio@robynacademy.com)