



Privacy Policy

We are committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). This policy explains how the information we collect about you is used, kept securely, and your rights under Data Protection Legislation.

Information We Collect and Why We Process It

We collect and process information about you and your child for the following purposes:

Provision of Services: To deliver our performing arts classes and activities.

Communication: To keep you informed about the activities your child participates in, including any changes to our terms and conditions.

Payments: To process payments for our services.

How We Use Your Information

We prioritise your child's safety and happiness during their time at Footlights. This includes managing important medical information that may be relevant during their participation in our activities. Specifically, we use your information for:

Supporting Inclusion: If your child has a disability or special needs, we use the information provided to identify and implement reasonable adjustments to support their full participation. We may request additional details to assist in this process.

Responding to Inquiries: To address any comments, questions, or complaints you may have.



Maintaining Records: To keep accurate attendance records and emergency contact details.

Examinations: To submit children for examinations in performing arts disciplines (e.g., ISTD, RAD, LAMDA).

Use of Images and Media

We may use your child's photograph, film, and words for promotional purposes, including in newspapers, magazines, websites, social media, and other media. We also create recordings to keep a historical archive of events. Once published, we cannot control the use of these images by others.

You have the option to request that we do not use your child's image or words for new promotional purposes. We will honour this request but cannot remove images already in circulation. We will retain images for three years unless you withdraw consent. After three years, we will review and retain images only if they are important or useful to Footlights.

Please note that if you do not consent to the use of your child's image, there may be certain events they cannot participate in, as we cannot guarantee their image will not be captured.

Legal Compliance and Legitimate Interests

We may use your information to comply with applicable laws and to protect legitimate interests. This includes using your information in connection with legal claims, compliance, and regulatory activities.



Marketing

With your consent, we may send you updates via email, SMS, or social media about school news, activities, products, and opportunities that may interest you. You can opt out of receiving these communications at any time by contacting us.

Data Sharing

We will not share your information with any other organization without your consent, except in exceptional or emergency circumstances where sharing is necessary to protect you, your child, or another individual.

Your Rights

You have the right to access the personal information we hold about you, known as a Subject Access Request. To make a request, please contact us and provide two forms of identification (e.g., driving license, utility bill, or passport). You can also request corrections or deletions of your data. We will comply with your request or provide an explanation if we are unable to make the changes.

Data Retention

If you or your child leaves Footlights we will archive your information for 60 days. During this time, you can request that we retain your details for future updates. After 60 days, unless there is a legitimate reason to retain it, your information will be deleted. Information retained for legal or compliance reasons will be deleted 12 months after your departure unless you re-enroll within that period.

Changes to Our Privacy Policy

We regularly review our Privacy Policy. Updates will be posted on this page as necessary. This Privacy Policy was last updated in September 2024.