



## **Privacy Policy**

This policy sets out how we use and protect any information that you give us and the services we provide.

### **Our Commitment to you**

Revolution Performing Arts (RPA) is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

We're registered as a data controller with the Information Commissioner's Office (registration number – A8325232) and process and store your personal information in accordance with current data protection legislation.

### **Your Personal Data**

#### **What we need**

Revolution Performing Arts Ltd will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location-based information. This does however include name, address, email etc.

- Contact details, date of birth, contact preferences.
  - Allergies & medical conditions
  - Media & marketing preferences
    - Attendance information
    - Safeguarding information
    - Photographs



- Direct Debit information
- Childcare provider

### **Why we need it**

We need to know your basic personal data in order to be able to contact you regarding your RPA session and any performances you may be involved in.

We also use this data to ensure we can safeguard your child and keep them safe.

We keep your financial details to ensure we can administrate your direct debit.

### **What we do with it**

All the personal data we process is processed by RPA staff. No third parties have access to your personal data unless the law, legally allows them to do so. E.g. HMRC or safeguarding services.

We have a data protection regime in place to oversee the effective and secure processing of your personal data.

Financial information is only shared with Book Crunchers or GoCardless in order to administrate your direct debit.

We NEVER sell your information to third parties.

You can unsubscribe at any time via email.

### **How long we keep it**

For suppliers – we are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.



For RPA customers – the information we use will be kept with us until your child no longer attends RPA unless you would like to stay on our system, in which case, you would need to notify us by email.

Safeguarding – we will keep this information until your child turns 18.

**Is there any reason we would not give you information under this privacy policy?**

We would not provide you with information regarding any child where a child would be at risk of harm or abuse. This is held in line with the LCSB safeguarding policy and the RPA child protection policy.

**What are your rights?**

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted.

**Requesting a copy of your information**

You can request a copy of your personal information by emailing [office@revolutionpa.co.uk](mailto:office@revolutionpa.co.uk). We will complete a security check to ensure that you are the account holder. We will process your request within 28 days.

**Requesting deletion or correction of your information**

You can request deletion or correction of your personal information by emailing [office@revolutionpa.co.uk](mailto:office@revolutionpa.co.uk). We will complete a security check to ensure that you are the account holder. We will process your request within 28 days.



## **Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Coordinator who will investigate the matter. Our Data Protection coordinator is Fiona Da Silva-Adams, Founder & CEO. She can be contacted via email at [office@revolutionpa.co.uk](mailto:office@revolutionpa.co.uk).

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House Water

Lane Wilmslow

SK9 5AF

Tel: 0303 123 1113

Or visit:

[ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk)