GUERNSEY ACADEMY OF THEATRICAL EDUCATION

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Privacy Statement

The Guernsey Academy of Theatrical Education is committed to protecting your (including your dependants') personal information as data controller.

INTRODUCTION

This Privacy Statement relates to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence. Whenever you provide such information, we are legally obliged to use your information in line with current legislation (being The Data Protection (Bailiwick of Guernsey) Law, 2017) concerning the protection of personal

This Privacy Statement explains:

- how, when and why we collect personal information
- how we use the information
- how long we keep it
- when and how we may share it with others
- how we keep it secure
- your privacy rights and how the law protects you
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How do we collect information from you?

We obtain information about you when you:

- complete an application form
- speak to us on the telephone or in person
- make a payment (over the phone or online via DanceBiz
- use our websites
- complete a survey

What type of information is collected from you?

We may collect the following data categories:

Parent/Customer information

- name
- address
- email address
- telephone numbers

Student information

- name

- address
- date of birth
- academic school year
- medical information, if consented
- dance experience/level and training
- emergency contact information
- Imperial Society of Teachers and Dancers ("**ISTD**") Identity number

How is your information used?

- To process your registration and ensure you receive information related to G.A.T.E.
- Deal with entries for an examination with the ISTD
- Create and send invoices for services
- Share information with police and emergency services, where there are safeguarding concerns or in an emergency situation
- Seek your views or comments on the services we provide;
- Notify you of changes or confirmation of our services;
- Handle an enquiry or complaint you have made
- Contact your nominated contact in an emergency situation
- Treat you in an emergency first aid situation
- Ensure that relevant discount is applied to your account
- Create registers to share with teachers and assistants
- Register you for a performance/event/competition
- Prove that we have gathered consent from you
- Send you information about us including newsletters and marketing
- Photography

What is the lawful basis for processing my information?

As a data controller, we must ensure that we have a lawful reason for processing your information. We predominantly rely on legitimate interest, contract, and consent as lawful grounds for processing your data. The main grounds are set out in the table below:

Your information	Purposes of processing	Lawful basis
Parent information		
Name, telephone number, address and email address	To process your registration and ensure you receive information related to G.A.T.E. contact in an emergency situation Marketing purposes – please heading *Marketing* below for further information	Contract Legitimate Interests and Consent (to the extent that we may communicate to you via email)
Student information		

Name, address, email address, telephone number and DOB.	To process your registration and ensure you receive information related to G.A.T.E.	Contract
Medical information	To establish any medical information that organisers or teachers should be aware of and treat you in an emergency first aid situation	Consent*
Dance experience/level and training	To ensure that you are placed in the correct level of class	Contract
Sibling details *(students under 18 only)*	To ensure that relevant discount is applied to your account	Contract
Photographs	For the reasons set out under the heading '*Photographs*' below.	Legitimate Interests

* you have a right to withdraw your consent at any time (please see the heading: *Your Rights* below for more information)

Where we rely on legitimate interests as a ground for processing certain information, this is for the delivery and awarding of qualifications and assessments for candidates taking examinations in dance. We also rely on our legitimate interests when taking photographs of students (please refer to the paragraphs entitled "*Photography*" below).

We consider that the processing is necessary to achieve this purpose, benefits the individuals whose personal data we process, is fully in line with their reasonable expectations, is not objectionable or intrusive, and does not open them to any undue vulnerability or negative impact. We do not base any decisions on automated processing.

Photography
Please note that from time to time photographs may be taken and used by or on behalf of G.A.T.E to be used and/or published on our website, Facebook page or Instagram account.

The Guernsey Press may also take photographs during the Dance Festival and other such events and an official photographer may take photographs during our school show. Where photographs are taken by an official photographer on our behalf, all such photographs taken at our shows will only be accessible via secure third party website which is password protected. Only parents of children attending the school are able to log on to these sites.

If photographs are taken for the use of our school, we will try to give you as much notice as possible about when and why they are being taken. However, if you do not want a photograph to be used in that manner, you have a right to object by contacting us via the details set out below.

Marketing
At the start and during the course of each term, we may circulate newsletters to you which contain information about G.A.T.E., including the term's diary, news and information on upcoming events, activities and available workshops which may be of interest to you. We circulate such newsletters to you via post or email. Where we circulate information to you via email, we will obtain your consent first. We do not share your email address to other third parties for marketing purposes.

You may unsubscribe from email communications from us at any time by clicking the link at the bottom of the email or contacting us: gatestagedoor@aol.com or tel: 01481266163 or writing to us at: Gate Studios, Rue De Longfrie, St Peters, Guernsey GY7 9RZ.

Children
We are particularly concerned with protecting the privacy of children. We are confident that our systems and processes are designed to be fair to children, to protect their rights and freedoms, and to be fully in line with their reasonable expectations and those of their parents. We take responsibility for identifying the risks and consequences of processing children's data.

Social Media Platforms
If you interact with G.A.T.E on any of our social media channels or pages, your personal information will remains within the platform that social media platform. As such, we would suggest that you familiarise yourself with their privacy statements and policies: Facebook, Instagram, and YouTube.

If you send us a direct message, your information still remains within the platform unless we ask you to provide us with your contact details to continue the conversation offline or privately, and you consent to do that.

Cookies
Many websites uses 'cookies' which are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. We do not use cookies on our website, to track your browsing activities or your personal data.

SECURITY PRECAUTIONS IN PLACE TO PROTECT THE LOSS, MISUSE OR ALTERATION OF YOUR INFORMATION

When you give us personal information, we take the necessary steps to ensure that it's looked after securely. In order to prevent it from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access of your personal information to those of our staff who need to know. Please note however that whilst we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, via email, for example and you do so at your own risk.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites run by other organisations. This Privacy Statement applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

HOW LONG IS YOUR INFORMATION KEPT?

We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfill our statutory obligations, for example, all financial records are held for 7 years. In other areas of the business we hold your personal information on our systems, only for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.

WHO DO WE SHARE YOUR INFORMATION WITH

Student Information:

In order for us to provide services to you or undertake tasks on your behalf, such as, enter you into exams or competitions; we may pass student information to third parties such as the I.S.T.D. students who are to be entered in for their dance exams are required to share their full name, date of birth, gender and I.S.T.D identity number with the exam board . For those taking Majors in I.S.T.D, I.D such as passport number may be required (. We do not hold any passport information for our records) This personal information is requested by the exam board and no further details are shared or stored. For more information on how your information is used, please see their website:

https://www.istd.org/home/

students who are to be entered in for the DWC (Dance World Cup) competition. share their full name, date of birth, gender and allocated entry number. For more information on how your information is used, please see their website:

HTTPS://DWCWORLD.COM/PRIVACY_POLICY

OTHER THIRD PARTY PROVIDERS

We may also pass medical information relating to a student to medical practitioners/hospitals or medical centres in the case of an emergency or where the student requires medical attention.

Parent and Student Information:

We also use the following third parties to process, collate and store your personal information as follows:

DanceBiz is used as a database system for all our students' and customers' details. We use this software to enroll students in to classes, to monitor class sizes, to organise timetables, print registers, record attendances, send out correspondence to customers and also to generate and send out invoices. We will not use your personal information for marketing and communications purposes.

For more information about DanceBiz's privacy practices, please read their privacy statement which can be found at: http://www.thinksmartsoftware.com/engb/products/dancebiz/overview.html

Where we do this, we will only disclose such personal information as necessary to deliver the service or complete the task. We will not release your information to other organisations unless required to do so by law, for example, where we receive a court order or where we have received your explicit permission.

YOUR RIGHTS

You have the right to ask for a copy of the personal information that G.A.T.E holds about you. If you wish to do so please contact us at: gatestagedoor@aol.com or write to us at: Gate Studios, Rue De Longfrie, St Peters, Guernsey GY7 9RZ.

We will respond to you as soon as possible. You also have the right to have your information erased, to object and to restrict processing. Where you have provided consent to processing, you may withdraw such consent at any time. You also have a right to complain to the Office of the Data Protection Commissioners. For further information please visit their website at www.odpc.gg.

If you wish to do this exercise any of your rights, please contact us as above.

PRIVACY STATEMENT REVIEW

If our Privacy Statement changes in any way, we will place an updated version on our website and will take reasonable steps to make you aware of it.

This Privacy Statement was last updated on 21st Febuary 2023