



Privacy Policy for Players Drama School Limited

Players Drama School Limited is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal data when you interact with our website, services, or company, including through enrolment in our courses, workshops, and other services.

Please read this policy carefully to understand our practices regarding your personal data and how we will treat it.

Information We Collect

We may collect and process the following types of personal data:

Personal Data You Provide

- **Contact Information:** Name, email address, postal address, phone number.
- **Enrolment Information:** Date of birth, gender, previous education, drama experience, and course preferences.
- **Payment Information:** Billing address and payment details (such as credit/debit card information).
- **Communication Data:** Records of correspondence, inquiries, or feedback.

Automatically Collected Data

- **Technical Data:** IP address, browser type, operating system, and access times when visiting our website.
- **Usage Data:** Information on how you use our website, such as page views, duration of visits, and interaction with our content.

Sensitive Personal Data

If required, we may collect information about your health or disabilities, subject to your explicit consent, in order to provide reasonable adjustments to our services.

How We Use Your Personal Data

We use your personal data to:

- Provide and manage our services, including course enrolment and customer support.
- Process payments for courses, workshops, or events.
- Communicate with you regarding your enrolment, services, or changes to our policies.
- Improve our website, services, and course offerings.
- Comply with legal obligations and protect our rights, property, and safety.

We may also use your data to send you marketing materials related to our courses, special offers, and events. You can opt out of these communications at any time by contacting us directly.

Legal Bases for Processing Your Data

We rely on the following legal bases to process your personal data:

- **Consent:** Where you have given clear consent for us to process your personal data for a specific purpose (e.g., marketing).
- **Contractual Necessity:** When processing is necessary for the performance of a contract, such as course enrolment or billing.
- **Legitimate Interests:** To improve our services, protect our business, and fulfil your requests.
- **Legal Obligation:** Where we are required to process your personal data to comply with the law.

Sharing Your Personal Data

We do not sell or rent your personal data to third parties. We may share your personal data with:

- **Service Providers:** Such as payment processors, IT support, or marketing platforms, in order to deliver our services.
- **Legal Authorities:** If required to comply with applicable laws or legal processes, or to protect our rights.
- **Business Transfers:** In the event of a merger, acquisition, or sale of assets, personal data may be transferred to a new owner as part of that transaction.

Data Security

We implement reasonable and appropriate technical and organizational measures to protect your personal data from unauthorized access, disclosure, alteration, or destruction. However, no method of transmission over the Internet or electronic storage is completely secure, so we cannot guarantee absolute security.

Data Retention

We will retain your personal data only for as long as necessary to fulfil the purposes outlined in this policy. After this period, we will securely delete or anonymize your data.

Your Data Rights

Under applicable data protection laws, you may have the following rights:

- **Access:** Request a copy of the personal data we hold about you.
- **Correction:** Request corrections to any inaccurate or incomplete personal data.
- **Erasure:** Request that we delete your personal data, subject to certain conditions.
- **Restriction:** Request that we restrict the processing of your personal data in certain circumstances.
- **Objection:** Object to the processing of your personal data where we are relying on legitimate interests.
- **Data Portability:** Request that we transfer your personal data to another organization or to you in a structured, commonly used format.

To exercise any of these rights, please contact us at the details provided below.

Third-Party Websites

Our website may contain links to third-party websites. We are not responsible for the privacy practices of these websites, and we encourage you to review their privacy policies before providing them with any personal data.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time in response to changing legal, regulatory, or operational requirements. We will notify you of any material changes by posting the updated policy on our website. Your continued use of our services after the update will constitute acceptance of the revised policy.

Contact Us

If you have any questions about this Privacy Policy or how we handle your personal data, please contact us at:

Players Drama School Limited
 Email: info@playersdramaschool.co.uk
 Phone: 07368 342092

This Privacy Policy is designed to comply with the requirements of applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

SIGN R WILSON

DATE 01/09/24