

# PRIVACY NOTICE - General Data Protection Regulation 2018

## *The Ellendel School of Speech and Drama*

**\*This must be completed and returned to the school as soon as you start lessons. You can give a hardcopy or email to [ellendelschoolofspeechanddrama@gmail.com](mailto:ellendelschoolofspeechanddrama@gmail.com)**

The Ellendel School of Speech and Drama is the data controller for the purposes of the General Data Protection Regulation. We are committed to protecting and respecting your privacy. This policy sets out the basis on which we collect information and personal data from you and may receive information about you from your previous school and how we treat it. We hold this personal data and use/share it to:

The rules on processing of personal data are set out in the General Data Protection Regulation (the “GDPR”).

### **Who we are:**

The Ellendel School of Speech and Drama is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are:

Email: [ellendelschoolofspeechanddrama@gmail.com](mailto:ellendelschoolofspeechanddrama@gmail.com)

Telephone Number: 07732199850 / 07940262378

### **The purpose(s) for processing your data:**

- To enrol a student for a trial lesson;
- To register a new student into our school;
- To enrol a student into our programme of holiday workshops;
- To manage payments; fees and charges;
- Collect and recover money owed to us;
- To inform individuals of news, events or activities;
- To support pupils’ teaching and learning;
- Monitor and report on pupil progress;
- Entry to LAMDA examinations and local festivals
- Assess how well Ellendel School is performing.
- You may give us information about you by filling in forms via online or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register to use our site, subscribe to our service, participate in discussion boards or other social media functions on our site, enter a competition, promotion or survey and when you report a problem.
- This information includes parental contact details, LAMDA assessment results, and personal characteristics such as ethnic group, any special educational needs and relevant medical information.
- We may store and share photographs or video for use in our news stories, on our website or prospectus, unless you contact us to ‘OPT OUT’ of this service.

The Ellendel School of Speech and Drama is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

We collect and use this information in order to meet the school's legitimate interest in providing an education, safeguarding pupil welfare and in ensuring that the school complies with its legal obligations. Whilst most of the information provided is mandatory, we rely on consent to use some data including photographs or video.

*We will not give information about pupils, parents or guardians to anyone outside the school without their consent unless the law allows us to.*

### **How long do we keep your personal data?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

By law we have to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being customers for tax purposes.

In some circumstances you can ask us to delete your data..

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

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**Parental Declaration**

I, ..... (*please complete full name*),  
declare that I understand:

- How my data is used.
- The Ellendel School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Ellendel School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My rights to the processing of my personal data.
- It is my responsibility to ‘OPT OUT’ from certain information being shared – for example; my child’s photo (individual or groups) and my personal contact information

Date: .....