



PRIVACY POLICY

BACKGROUND:

Performing Arts In Education Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, www.paied.co.uk "Our Site" and only collect and use your personal data as described in this Privacy Policy. Any personal data we collect will only be used as permitted by law.

Please read this Privacy Policy carefully and ensure that you understand it. By using our website, you're agreeing to be bound by this Privacy Notice.

WHO ARE WE?

My company is Performing Arts In Education Ltd . We provide services relating to supplying Performing Arts within education.

My Site is owned and operated by Performing Arts In Education, a Limited Company registered in England under company number 14320303

Our registered address is 126 Bold Street, Fleetwood, England, FY7 6HW

Data Protection Officer: Natasha Brooke

Email address: info@paied.co.uk

Telephone number: 07546813697

Any questions regarding this Privacy Notice and our privacy practices should be sent by email to info@paied.co.uk, alternatively you can telephone: 07546 813 697

WHAT DOES THIS POLICY COVER ?

This Privacy Policy applies only to your use of My Site. My Site may contain links to other websites. Please note that I have no control over how your data is collected, stored, or used by other websites and I advise you to check the privacy policies of any such websites before providing any data to them.

WHAT IS PERSONAL DATA?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

WHAT ARE MY RIGHTS?

Under the Data Protection Legislation, you have the following rights, which I will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact me to find out more or to ask any questions using the details in using in " How do I contact you" section
- b) The right to access the personal data I hold about you. The section "How can I access my personal data" will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by me is inaccurate or incomplete. Please contact me using the details in " How do I contact you" section to find out more.
- d) The right to be forgotten, i.e. the right to ask me to delete or otherwise dispose of any of your personal data that I hold. Please contact me using the details in " How do I contact you" section to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to me using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, I am relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to me directly, I am using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask me for a copy of that personal data to re-use with another service or business in many cases.



WHAT ARE MY RIGHTS? Cont...

i) Rights relating to automated decision-making and profiling. I do not use your personal data in this way.

For more information about my use of your personal data or exercising your rights as outlined above, please contact me using the details provided in " How do I contact you" section

It is important that your personal data is kept accurate and up-to-date. If any of the personal data I hold about you changes, please keep me informed as long as I have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about my use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. I would welcome the opportunity to resolve your concerns myself, however, so please contact me first, using the details located in " How do I contact you" section

THE RIGHTS OF THE CHILD

Only children aged 13 years and over may lawfully provide their own consent for the processing of their personal data;

Children of aged 13 years and above must be considered to have reasonable capacity to comprehend. The majority of children that Performing Arts In Education work with, are of primary school age, which is from 4 years - 11 years. They will not be considered to have reasonable ability to comprehend.

PARENTAL PREFERENCE

Where Performing Arts In Education considers that the child does not have the capacity to make such a decision, Performing Arts In Education will act as in the best interest of the child and in doing so will take into account any stated parental preference.

To understand parental preference, Performing Arts in Education will ask Schools, parents or carers to express a preference with regards to the taking of photographs or filming. Schools, Parents or carers will be asked to sign a document in order for Performing Arts In Education to use these photographs or videos. Schools, Parents and Carers can ask to remove photographs or videos of a child at any time.



USE OF PHOTOGRAPHS, VIDEOS AND MEDIA

Photographs, videos and media may be used for promotional purposes these include:

- Photographs, videos and media on Performing Arts In Education website and sister company website Starmaker Performing Arts Academy.
- Photographs, videos and media published on social media sites such as Facebook and Instagram sites, including sister company Starmaker Performing Arts Academy social media sites. These sites can be accessed by the public and will therefore require monitoring.
- Photographs on promotional material which can include leaflets, flyers, posters, banners or business cards, including sister company Starmaker Performing Arts Academy promotional material which can include leaflets, flyers, posters, banners or business cards.

WHAT PERSONAL DATA DO YOU COLLECT AND HOW?

Subject to the following, I do not collect any personal data from you. I do not place cookies on your computer or device, nor do I use any other means of data collection.

My Site collects certain information automatically, including your IP address, the type of browser you are using, and certain other non-personal data about your computer or device such as your operating system type or version, and display resolution.

If you send me an email, I may collect your name, your email address, and any other information which you choose to give me. For the purposes of the Data Protection Legislation, I am the data controller responsible for such personal data.

The lawful basis under the Data Protection Legislation that allows me to use such information is article 6(1)(f) of the UK GDPR which allows me to process personal data when it is necessary for the purposes of my legitimate interests, in this case, the proper operation and functionality of My Site. If you contact me as described above, you will be required to consent to my use of your personal data to contact you. In this case, my lawful basis for using your personal data will be article 6(1)(a) of the UK GDPR, which allows me to use your personal data with your consent for a particular purpose or purposes.

WHAT PERSONAL DATA DO YOU COLLECT AND HOW? Continued...

Personal data may be collected from parents/carers, schools and faculty. The personal data Performing Arts in Education collects is as follows:

- For parents and carers, if your child attends a LAMDA class after school with Performing Arts In Education
- Performing Arts In Education will ask for name of child, date of birth, gender, medical information, address, emergency phone numbers, email address and any other relevant information to process an exam application.
- Information regarding safeguarding.
- When you interact with us on social media platforms such as Facebook, WhatsApp, Twitter, LinkedIn or Instagram we may obtain data about you. The information we receive will depend on the privacy preferences you have set on each platform.
- In the event a refund is required, bank details will need to be provided from schools, parents or carers to Performing Arts In Education.
- Performing Arts In Education asks Schools to provide a contact name, contact email on the booking forms.
- Performing Arts In Education facilitators are required to provide the following details: ID in the form of a passport , driving licence or birth certificate , home address, bank account , DBS, Chaperone Certificate, National Insurance Number. This is for the purpose of payment and proof of Identification.

HOW DO YOU USE MY PERSONAL DATA?

Where I collect any personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. I will comply with my obligations and safeguard your rights under the Data Protection Legislation at all times. For more details on security see " How and where do you store my data" section below.

As stated above, I do not generally collect any personal data directly from you, but if you contact me and I obtain your personal details from your email, I may use them to respond to your email, message or call you.

HOW DO YOU USE MY PERSONAL DATA? Continued ...

The other technical data referred to above is necessary for the technical operation of My Site and will not normally be used in any way to personally identify you.

No personal data will be retained for any longer than is necessary.

I will not share any of your personal data with any third parties for any purposes, other than storage on an email and/or web hosting server.

We may use your information to:

- Process an enquiry
- to carry out our obligations arising from any contracts or agreements entered into by you and Performing Arts In Education Ltd
- Notify you of relevant changes to our services
- Send you communications you have agreed to
- Seek your feedback on the services we provide
- Process an employment application

HOW AND WHERE DO YOU STORE MY DATA?

I will only store your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

HOW DO YOU SECURE MY PERSONAL INFORMATION?

We use different services to manage our business Performing Arts In Education. Personal information can be stored in Google Drive, on Google Forms, in One drive, Sharepoint and in our CRM system and our emailing server. All the systems used within Performing Arts In Education use industry standard security. Access to all systems is restricted to staff and in some cases the support staff of others. Our business computers use encrypted hard drives, so a lost or stolen computer would not enable access to any information it holds without the user's password.

DO YOU SHARE MY PERSONAL DATA?

I will not share any of your personal data with any third parties for any purposes, subject to the following exception[s].

- If I sell, transfer, or merge parts of my business or assets, your personal data may be transferred to a third party. Any new owner of my business may continue to use your personal data in the same way that I have used it, as specified in this Privacy Policy (i.e. to communicate with you)
- In some limited circumstances, I may be legally required to share certain personal data, which might include yours, if I am involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

HOW CAN I ACCESS MY PERSONAL DATA?

If you want to know what personal data I have about you, you can ask me for details of that personal data and for a copy of it.

HOW DO I CONTACT YOU ?

To contact me about anything to do with your personal data and data protection, please use the following details :

- for the attention of NATASHA BROOKE
- Email address: `info@paied.co.uk
- Telephone number: 07546813697

CHANGES TO THIS PRIVACY POLICY

I may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if I change my business in a way that affects personal data protection.

Any changes will be immediately posted on My Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of My Site following the alterations. I recommend that you check this page regularly to keep up-to-date.

COOKIES

Our site may operate cookies and it's important for us to make you aware of how these are used so please do ensure you are aware of our Cookies Policy which can be found on our site. You will be asked if you agree to these cookies when using our site, you have the right to refuse these Cookies.