



GENERAL DATA PROTECTION REGULATION

PRIVACY POLICY

Thank you for trusting SNTS (Sue Nieto Theatre School) with some information about you and/or your child/children. We would like to assure you that we take your trust seriously and we want you to know how we use your information and why.

WHO IS HOLDING YOUR INFORMATION?

The information you have provided to us is held by the Principal, the Director and Principal Assistant of the school, with relevant information (such as names, date of birth, contact details, emergency telephone numbers and medical issues) some of which is also accessible to the class teachers. We do not permit copying or sharing by our teachers and actively monitor for any potential breaches.

WHERE DO WE GET DATA FROM?

We only hold data provided to us by you. Initial information is collected on the registration forms that you have completed and signed at enrolment. We may also collect data that is provided to us by you by email or any other method. Once information is collected it is transferred onto our main database. We only keep data that is necessary and relevant for the purpose of school activities i.e. regular classes, exams, performances, competitions, accounting and to run the school in a safe and efficient manner.

The registration documents that you have completed and signed at enrolment give consent to SNTS to contact you with information on matters and activities in relation to the school i.e. invoicing, exams, classes, competitions, performances etc.

WHERE IS YOUR DATA STORED?

In common with most small businesses, we do not have any tailor-made software, we use mainstream packages to protect and process our data for record keeping, email and accounting etc. Our mainstream suppliers include ThinkSmart Software for our main database for record keeping, accounting and email purposes and Google Gmail as our email service provider. These suppliers have their own policies and procedures in place in relation to GDPR.

All paper registration documents and any other relevant paper based information provided by you is held and kept in a locked filing cabinet at the SNTS office. These files are only accessible to the Principal, the Director and Principal Assistant and remain on site at all times.

Access to all SNTS computers are password protected and are only accessible to the Principal, the Director and Principal Assistant.



DO WE SHARE YOUR DATA?

SNTS never sell data we hold about you or your child/children.

Your personal data and information is held in the strictest confidence. Our teachers are aware that confidentiality is paramount and any sharing of data is a breach of Data Protection regulations.

To take part in exams, competitions or performances we will usually be asked to send personal data to the organising body, we will ask for your consent to share the data when entering your child.

We also reserve the right to share information if we suspect a safeguarding issue (Child Protection policy).

HOW LONG DO WE RETAIN YOUR DATA?

We will keep and update records for as long as your child/children are enrolled at SNTS. Once your child/children have left SNTS all records will be deleted and/or shredded.

However, SNTS has a legal duty to keep some information such as Safeguarding/Child Protection records, accident/injury records for a reasonable time.

DO YOU WANT TO SEE WHAT WE HOLD ON YOU?

You have the right to know what information we hold on you. Simply send an email to admin@sntslondon.co.uk and we will provide a response within 1 month. If you believe we have information we should not be holding, or it is out of date or incorrect, please let us know and we will take appropriate action.

DO YOU HAVE A COMPLAINT?

If you have a complaint about the way we are handling your information or how we have responded to a request for information or data removal, please let us know. If we find we are unable to reach an agreement, please feel free to contact the (ICO) Information Commissioners Office.

The key contacts at SNTS (Sue Nieto Theatre School)

Caterina Spanò – Principal

Emilia Spanò – Director

Natalia Spanò – Principal Assistant

This policy was last reviewed on 18th May 2018