



DAVID STINSON THEATRE SCHOOL

Privacy Policy

This privacy policy sets out how we use and protect any information that you give when using this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website then you can be assured that it will only be used in accordance with this privacy statement.

We collect certain information or data about you when you use www.davidstinsontheatreschool.com

This includes:

- Questions, queries or feedback you leave, including your e-mail address if you send an e-mail to david@davidstinsontheatreschool.com or info@davidstinsontheatreschool.com
- Personal details including your name, email address, telephone number and postal address
- Emergency Contact information such as name and telephone number
- Your children's details such as their name, age, education needs, school name, etc when you enrol them to our school or make an enquiry

This allows us to:

- Respond to any feedback you send us, if you have asked us to
- Provide you with information relevant to our service
- Keep your child safe when they are in our care
- Ensures that we have all of the relevant contact details in case of an emergency
- Keep in touch with you by updating you on school policies, opportunities and activities

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Time Period

We will store your data for as long as you require us to. Should you wish to be taken off our mailing list you are able to unsubscribe by clicking on the link at the bottom of all emails sent from our email marketing platform and/or by emailing david@davidstinsontheatreschool.com

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookies help analyse web traffic or lets you know when you visit a particular site. Cookies allow web

applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical and analysis purposes.

Cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking fully advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website.

Controlling your personal information

David Stinson Theatre School holds your personal data, in line with GDPR 2018 legislation, simply to keep you informed about our school and to also keep your child safe when in our care. We will not sell, distribute or lease your personal information to any third party without your consent.

If you believe we are holding incorrect or incomplete information on you please write or e-mail us and we will correct any incorrect information. Similarly, should you have a personal data request, please contact us so that we can reply in a timely fashion.

Please use the email address david@davidstinsontheatreschool.com or telephone number 07955288303