

## NTA WORKSHOPS CIC

### Privacy Policy

NTA Workshops CIC are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

This policy works together with our:

- Privacy Policy
- Personal Details forms
- Payment Agreement
- Marketing Agreement/Policy
- Merchandise Form
- Parent Questionnaire
- Child Questionnaire
- Volunteer Consent Form

For the purpose of the Data Protection Act 1998 (the "Act"), the data controllers are NTA Workshops CIC whose registered office is 131 Lampits Hill, Corringham, Essex, SS17 9AG, who will have access to and the ability to process the data.

In the case of this Policy, the terms 'you', 'your' and 'yourself' in relation to personal data refers to you personally, your child or children or other specified party.

### Information we may collect from you

We may collect and process the following data about you:

Information that you provide to us by filling in Personal Details forms, online forms via [www.ntaworkshops.com](http://www.ntaworkshops.com), merchandise or any other paper forms and any information given via text message, email or social media message. This also may include information you have said in person.

### Security

We will do our best to protect your personal data once we have received your information, we will use strict procedures and security precautions to try to prevent unauthorised access by outside parties.

Physical copies of personal data (such as paper forms and agreements) are stored in a safe or locked drawer at the company's registered office. In the interest of personal safety Personal Details documents may be brought to every rehearsal/workshop your Child/Children are expected to attend. In this case, the documents would be stored in a locked case and are under constant supervision.

Electronic copies of personal data (such as photographs, merchandise orders and information shared via the computer) are kept on telephones, tablets, cloud storage and computers. All of these devices are password protected and have strict access to NTA Workshops CIC staff only.

Unfortunately, the transmission of information via the internet is not always completely secure and therefore transmission is at your own risk.

As requested in The Act, personal information that is stored and processed is strictly for use of the agreed business. Once information is no longer needed it will be destroyed.

## **Uses of information**

We use information held about you in the following ways:

To ensure that we have direct contact with you whilst your Child/Children are under our supervision.

That your Child/Children are kept as safe as possible and away from harm.

To provide you by post, email, text message or via social media with information or services that you request from us or which we feel may interest you.

To carry out our obligations arising from any contracts entered into between you and us. To notify you by letter or email about changes to our service. To carry out or process any instructions given by you to us.

We may also use your data to provide you with information about goods and services which may be of interest to you and we may contact you about these by email, text message, telephone or by social media.

If you do not want us to use your data in this way, please inform us in writing confirming this and we will adhere to your wishes as soon as possible.

## **Disclosure of your information**

We may only disclose your personal information to third parties:

In the event of merchandise orders or requests whereby an agreement has been made between yourself and NTA Workshops CIC on the data to be disclosed.

On the conditions of our marketing procedures agreed by yourself and NTA Workshops CIC as stipulated in the Marketing Agreement.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use or terms and conditions and other agreements; or to protect the rights, property, or safety of our customers.

This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction (including third parties who provide credit card collection services on behalf of us).

## **Your rights**

You have the right to know how we store your personal information, where we store it and when and how we destroy unneeded information. You can request this by submitting your request in writing.

You have the right to ask us not to process your personal data at any time however this may limit certain services that NTA Workshops CIC provides.

Please check all policies and agreements before you submit any personal data to us.

## **Access to information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be updated on this document and made available to you.

## **Contact**

Questions, comments and requests regarding this privacy policy are welcomed. Please contact us via [Chris@NTAworkshops.com](mailto:Chris@NTAworkshops.com).

Revised on 13<sup>th</sup> February 2023