

Privacy Policy

Just 4 Kids Performing Arts

Policy Lead / Data Protection Contact: Victoria Nagy, Principal

Last reviewed: September 2026

Next review: September 2027

Contact: j4kperformingarts@yahoo.com

1. Our Commitment to Privacy

Just 4 Kids Performing Arts (J4K) is committed to protecting the privacy of the children and families who use our services.

We collect and use personal information in order to run our classes, workshops, performances and other activities safely and effectively.

We aim to handle personal information **fairly, lawfully, transparently and securely**, in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

This policy explains what information we may collect, why we use it, how it may be shared and stored, and the rights individuals have in relation to their personal data.

2. Who We Are

For data protection purposes, **Just 4 Kids Performing Arts is the Data Controller** for personal information collected and used in connection with our services.

The person responsible for data protection matters at J4K is:

Victoria Nagy, Principal

Email: j4kperformingarts@yahoo.com

Questions about how personal information is used or protected can be directed to this email address.

3. What Information We Collect

The information we collect will depend on how a family interacts with J4K.

- parent or carer names;
- addresses;
- email addresses and telephone numbers;
- children's names and dates of birth;
- emergency contact details;
- class enrolment and attendance information;
- medical information, allergies or health conditions relevant to a child's participation;
- information about disabilities or additional needs where this is relevant to supporting a child;
- safeguarding or welfare information where necessary;
- consent and permission records;

- photography and video permissions;
- photographs and video recordings where appropriate consent or another lawful basis applies;
- payment and transaction information;
- communications between J4K and parents or carers;
- accident, incident or behaviour records where relevant;
- information provided through enquiries, forms, bookings or registrations.

We aim to collect **only the information that is reasonably necessary** for the purposes for which it is being used.

4. Children's Personal Information

As a children's performing arts organisation, much of the personal information we hold relates to children.

We recognise that children's information requires particular care.

Information about children will normally be provided by their parent or carer and will only be collected and used where there is an appropriate reason for doing so.

We will take particular care when handling sensitive information relating to a child's health, disability, additional needs, safeguarding or wellbeing.

5. Special Category Data

Some information we process may be classed as **special category personal data** under data protection legislation.

This may include information about health, disability, racial or ethnic origin, religion or other particularly sensitive information.

We will only process special category data where we have both an appropriate lawful basis and an additional condition permitting its processing under data protection legislation.

Where consent is the appropriate basis, we will seek the necessary consent.

We will not request sensitive information simply because it may be useful; it should have a legitimate purpose connected with the child's participation, safety, wellbeing or another appropriate J4K activity.

6. Why We Use Personal Information

We may use personal information to:

- manage enquiries, trials and enrolments;
- organise classes, workshops, performances and events;
- maintain attendance records;
- communicate with parents and carers;
- contact families in an emergency;
- support children's health, safety and wellbeing;
- make appropriate arrangements for medical conditions or additional needs;
- fulfil our safeguarding responsibilities;
- administer payments and maintain financial records;

- manage photography and video permissions;
- respond to concerns, incidents or complaints;
- manage J4K's administration and business records;
- comply with legal, regulatory, insurance or safeguarding requirements;
- send marketing communications where permitted.

We will not use personal information for purposes that are incompatible with the reason it was originally collected unless there is an appropriate lawful basis for doing so.

7. Our Lawful Bases for Processing

Under UK data protection legislation, organisations must have an appropriate lawful basis for processing personal data.

Depending on the circumstances, J4K may rely on:

- **Contract** - where information is required to provide a class, workshop or other service that a family has booked.
- **Legal obligation** - where we need to process information to comply with a legal requirement.
- **Legitimate interests** - where processing is reasonably necessary for the operation, administration, safety or development of J4K and those interests are not overridden by an individual's rights and interests.
- **Consent** - where an individual has been given a genuine choice and has agreed to a particular use of their information.
- **Vital interests** - in limited circumstances where information needs to be used to protect someone's life.

Where special category information is processed, we will also identify an appropriate additional condition for processing it.

8. Photography & Video

Photographs and videos of children require particular care.

J4K maintains separate permissions regarding photography and video and will respect the permissions recorded for each child.

Further information about how photographs and recordings are taken, used and shared is contained in our **Mobile Phones, Photography & Video Policy**.

Parents and carers should let us know if they wish to discuss or update their child's permissions.

9. Payments

J4K currently uses **GoCardless** to help process Direct Debit payments.

Payment providers may process personal and financial information in accordance with their own privacy arrangements.

J4K does not need to retain full bank or payment-card details where those details are processed directly by an external payment provider.

We may retain appropriate records of payments, invoices, transactions and amounts due for accounting and administrative purposes.

10. Who We May Share Information With

We do not sell personal information.

We may share information with third parties where this is necessary and lawful. Depending on the circumstances, this may include:

- service providers that help us operate J4K;
- payment providers;
- website, booking, communications or administrative service providers;
- professional advisers, insurers or accountants;
- venues where information is genuinely required for safety or operational reasons;
- emergency services;
- safeguarding professionals or children's services;
- police or other relevant authorities;
- HMRC or other public bodies where required.

We will aim to share **only the information reasonably necessary for the particular purpose**.

Where organisations process personal data on our behalf, we will take reasonable steps to use appropriate providers and data protection arrangements.

11. Safeguarding & Information Sharing

Protecting a child's welfare can sometimes require information to be shared without consent.

Where J4K has a safeguarding concern, information may be shared with appropriate professionals or authorities where this is necessary to protect a child or another person or where we have a legal obligation or other lawful basis to do so.

We will not promise confidentiality where doing so could prevent appropriate safeguarding action.

Safeguarding information will be handled in accordance with our **Safeguarding & Child Protection Policy**.

12. How We Protect Personal Information

We take reasonable steps to protect personal information against loss, unauthorised access, alteration or disclosure.

Measures may include:

- password-protected systems and accounts;
- appropriate security settings;
- secure cloud-based systems;
- limiting access to people who reasonably need the information;
- secure handling of paper records;
- appropriate confidentiality arrangements;
- reviewing how personal information is stored and accessed;
- securely deleting or disposing of information when it is no longer required.

Team members are expected to treat personal information confidentially and appropriately.

13. How Long We Keep Information

We do not aim to keep personal information for longer than necessary.

How long a record is retained will depend on **what the information is, why it was collected and whether there are legal, safeguarding, insurance, accounting or other reasons for retaining it.**

For example:

- routine contact and enrolment information will normally be retained while a child attends J4K and for an appropriate period afterwards;
- financial and accounting records will be retained for the period required for tax, accounting and legal purposes;
- accident and incident records may need to be retained for longer depending on the circumstances;
- safeguarding records may need to be retained for an extended period in accordance with appropriate safeguarding guidance and the circumstances of the record;
- photographs and videos will be reviewed and removed when there is no longer a legitimate reason to retain them.

Where information is no longer required, it will be securely deleted, destroyed or anonymised where appropriate.

14. Marketing Communications

We may contact current or prospective families about J4K classes, workshops, events or other relevant opportunities where we have an appropriate lawful basis to do so.

Where consent is required for marketing, we will ask for it.

Individuals can ask us to stop sending direct marketing communications at any time.

Operational messages about a class a child attends - for example cancellations, venue information or performance arrangements - are not treated in the same way as optional marketing communications.

15. Your Data Protection Rights

Depending on the circumstances and the lawful basis being used, individuals may have rights including:

- the **right of access** to personal information;
- the **right to rectification** of inaccurate information;
- the **right to erasure** in certain circumstances;
- the **right to restrict processing** in certain circumstances;
- the **right to object** to certain types of processing;
- the **right to data portability** in certain circumstances;
- the right to withdraw consent where processing is based on consent.

These rights are not absolute and may not apply in every situation.

For example, we may need to retain information where there is a legal, safeguarding or other legitimate requirement to do so.

16. Making a Data Protection Request

To ask about personal information held by J4K, request a correction or exercise a data protection right, please contact:

Victoria Nagy, Principal

Email: j4kperformingarts@yahoo.com

We may need to confirm the identity of the person making the request before releasing or changing personal information.

We will respond within the timeframes required by applicable data protection legislation.

17. Keeping Your Information Up to Date

Parents and carers are encouraged to let us know if important information changes, particularly:

- contact details;
- emergency contacts;
- medical information;
- allergies;
- medication;
- additional needs;
- photography/video permissions;
- other information relevant to a child's safety or participation.

Accurate information helps us keep children safe and communicate effectively.

18. Data Breaches

If personal information is accidentally lost, accessed, disclosed or altered inappropriately, J4K will assess the incident and take appropriate action.

Where a personal data breach meets the relevant legal threshold, we will notify the **Information Commissioner's Office (ICO)** and/or affected individuals as required by data protection legislation.

19. Concerns & Complaints

If you have a concern about how J4K has collected, used, stored or shared personal information, please contact:

Victoria Nagy, Principal

Email: j4kperformingarts@yahoo.com

We will aim to investigate and respond appropriately.

You also have the right to raise a concern with the **Information Commissioner's Office (ICO)**, the UK's independent data protection regulator.

20. Changes to This Policy

We may update this Privacy Policy where necessary to reflect changes in J4K's services, working practices, technology or relevant legislation and guidance.

Significant changes may be communicated to families where appropriate.

This policy will be reviewed annually, or sooner where required.

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Related J4K Policies:

Safeguarding & Child Protection • Mobile Phones, Photography & Video • Health, Safety, First Aid & Medical Needs • Equality, Diversity & Inclusion • Behaviour & Anti-Bullying • Complaints • Terms & Conditions