

Privacy Policy – Ensuring your privacy is protected

This policy sets out how we use and protect any information that you give us and the services we provide.

Our commitment to you

Just 4 Kids Performing Arts (or J4K Performing Arts) is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

We process and store your personal information in accordance with current data protection legislation.

Your Personal Data

What we need

J4K Performing Arts will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location-based information. This does however include name, address, email etc.

- Contact details, date of birth, contact preferences
- Allergies & medical conditions
- Media & marketing preferences
- Attendance information
- Safeguarding information
- Photographs
- Direct Debit information

Why we need it

We need to know your basic personal data in order to be able to contact you regarding your child's J4K Performing Arts session/workshop and any performances they may be involved in.

We also use this data to ensure we can safeguard your child and keep them safe.

We keep your financial details to ensure we can administrate your direct debit.

What we do with it

All the personal data we process is processed by J4K Performing Arts staff. No third parties have access to your personal data unless the law, legally allows them to do so. E.g. HMRC or safeguarding services.

We have a data protection regime in place to oversee the effective and secure processing of your personal data. Financial information is only shared with GoCardless in order to administrate your direct debit.

We NEVER sell your information to third parties.

You can unsubscribe at any time via email.

The processing of your personal data for the core business purposes.

We understand that organisation adheres to the principles of the General Data Protection Regulations and understands best practice for managing information.

How long we keep it

For suppliers – we are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

For J4K Performing Arts customers – the information we use will be kept with us until your child no longer attends our classes, unless you would like to stay on our system, in which case, you would need to notify us by email.

Safeguarding – we will keep this information until your child turns 18.

Is there any reason we would not give you information under this privacy policy?

We would not provide you with information regarding any child where a child would be at risk of harm or abuse. This is held in line with the LCSB safeguarding policy and the J4K Performing Arts child protection policy.

What are your rights?

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted.

Requesting a copy of your information

You can request a copy of your personal information by emailing j4kperformingarts@yahoo.com We will complete a security check to ensure that you are the account holder. We will process your request within 28 days.

Requesting deletion or correction of your information

You can request deletion or correction of your personal information by emailing j4kperformingarts@yahoo.com We will complete a security check to ensure that you are the account holder. We will process your request within 28 days.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Coordinator who will investigate the matter. Our Data Protection coordinator is Vicky Nagy. She can be contacted via email at j4kperformingarts@yahoo.com

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO): Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113, Or visit: Ico.org.uk or email casework@ico.org.uk