

MASTERS PERFORMING ARTS
PRIVACY POLICY

Masters Performing Arts is a data controller and collects information on a lawful basis as follows. Most of this information is mandatory. We are committed to ensuring that your privacy is fully protected and you can be assured that the information will only be used in accordance with this privacy statement.

Contact Masters Performing Arts at: Arterial Road, Rayleigh, Essex, SS6 7UQ; Tel: 01268 777351; email: info@mastersperformingarts.co.uk

What information we collect and hold:

- Personal information (e.g. name, address, telephone number, email, parent/guardian details/information)
- Characteristics (i.e. ethnicity, nationality, special needs)
- Previous Education (i.e. schools, training, qualifications, references)
- Medical information
- Attendance information
- Assessment Results and Reports
- DBS certificate
- Curriculum Vitae
- Photographs for internal files only (when applying for our course)
- Printed and digital images for promotional purposes and also industry professionals and future employment (only during and after leaving Masters college)
- Payment information for invoicing purposes

When we collect information about you:

- When you enquire about Masters college, its courses, auditioning and becoming a student at Masters college through our website
- When you fill in an application form for an audition
- When you register as a student with Masters
- When you enter into a contract with us
- When you apply for employment opportunities through us
- When you apply for employment opportunities with us
- When you apply for work experience with us

Why we collect information about you:

- To support pupil learning
- To monitor and report on student progress
- To keep present staff and students briefed on day to day classes, timetables, relevant college information
- To provide appropriate pastoral care
- To have the relevant contact information for emergencies
- To carry out legal obligations (e.g. HMRC)
- To carry out contractual obligations

- Communication and provision of services to our governing body CDMT
- To assess the quality of our services
- For future employment opportunities

Who do we share information with:

- Our governing body CDMT on a statutory basis. This helps regulate Masters, its policies and our monitoring as a college. Please see CDMT website for their own privacy policy
- Industry professionals, agents, during and after leaving Masters College
- Other parties connected to you where you have given consent to contact them as referees, legal guardians or legitimate carers
- Disclosing & Barring Service for DBS checks (for employees and self-employed personnel only)
- Courts and tribunals to comply with legal requirements and the administration of justice
- Accountants, banks (online banking, processing payments)
- HMRC (to fulfil our legal obligations)
- Royal Mail, when posting letters to your home or student accommodation address
- Other employees when seeking a reference
- Council offices for housing requirements & tax credits as required by law
- Landlords for accommodation requirements
- Medical/welfare/injury establishments
- Emergency services to protect your vital interests
- Marketing Events (i.e. Move It, Can you Dance)
- Event registration and ticket purchasing (e.g. Eventbrite)
- Facebook, Twitter, Instagram (Photos & Advertising)
- Anyone else where we have your consent or as required by law

How long we hold information for:

- All auditionee applicants that cancel or are unsuccessful, or auditionee applicants that are successful but choose not to take up their place here at Masters, we will hold their information on file for a period of 12 months
- All successful applicants that become a student of Masters college, their information will be held on file for a period of 6 years (3 year training, 3 years thereafter)
- All website enquires will be deleted after a period of 12 months
- All potential job enquiries, submitted CVs will be held for a minimum period of 3 years unless you withdraw your consent.
- All employed and self-employed staff of Masters, information will be held on file during the time of employment and for a period of 3 years thereafter unless you withdraw your consent.

Consent - On becoming a student, employee or self-employed tutor at Masters, you will be asked to sign a consent form agreeing to the retention and sharing of information. This will include the sending and receiving of emails via our companies registered email addresses.

Withdrawal of consent - You can withdraw your consent at any time by contacting the administrator in writing, by email, when we will actively aim to have your data deleted from our files within one month.

Withdrawal of consent may also affect what we can do for you in the future.

Please note - Information can be held longer than the periods stated above in accordance with any legal situation that may be ongoing, i.e. until all fees are paid in full, court procedures, debt collectors, legal claims.

Your rights:

- You have the right to be informed about the collection and use of your personal data. This privacy notice meets these rights.
- You have the right to access your personal data and rectify it if it is inaccurate, or complete it if it is incomplete. You have the right to confirm that your data is being processed and to access the information we hold about you.
- In certain circumstances you have the right to have your information erased and destroyed by us
- You have the right to restrict processing and to object and prevent direct marketing (this restriction must be made in writing to the administrator)
- You have the right to prevent automated decision-making and profiling
- You have the right to data portability (the right to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way without hindrance and usability)
- You have the right to refuse consent, however we will be limited to the service we can provide for you

You can make these requests verbally or in writing to the college administrator.

If you have a concern about the way we collect or use your personal data you can raise your concerns with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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 manually and online.

Website:

Our website may contain links to other websites to enable you to visit them easily. 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. Therefore we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the websites in question.

Cookies:

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Changes to our privacy policy:

We reserve the right to amend this data privacy policy from time to time without prior notice. You are advised to check our website www.mastersperformingarts.co.uk regularly for any amendments.

This privacy policy was last updated in May 2018.