

Privacy notice

How The Tiptree Academy of Performing Arts (“we”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

Why are we collecting your data?

We collect personal data to fulfil our purposes as a school and to comply with the law regarding data sharing. In legal terms this is called ‘legitimate interests’. We do not share your information with others except as described in this notice.

The categories of information that we may collect and hold include:

- 1) Personal information (such as name, date of birth, telephone number, address and email address)
- 2) Characteristics (such as gender, classes taken, attendance, photograph permissions, records of fees paid and invoices)

Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection Legislation. You can request at any time for your data to be deleted from our records by contacting Faye Aldrich, tiptreeacademy@outlook.com

Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so, for example, for the purposes of child safeguarding.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Faye Aldrich, tiptreeacademy@outlook.com

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact Faye Aldrich, tiptreeacademy@outlook.com

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