

OB1 Theatre School – Privacy Policy

1. INTRODUCTION

This Privacy Policy explains how **OB1 Theatre School** collects, processes, and uses your personal data through your use of our website and any associated brands or subsidiaries, for the purpose of delivering our lawful activities.

This policy complies with the **Data Protection Act 1998**, the **UK General Data Protection Regulation (UK GDPR)**, and all subsequent applicable legislation (“Data Protection Laws”).

We value your privacy and are committed to managing your information responsibly. We understand how frustrating spam, junk mail, and misuse of personal data can be. OB1 Theatre School operates a strict **opt-in** policy for marketing and ensures you have full control over how we communicate with you — whether by email, text, phone, post, or social media.

This policy applies where OB1 Theatre School acts as a **data controller**, meaning we determine how and why your personal data is processed. OB1 Theatre School, including its employees and authorised agents, is responsible for your personal data.

If you need to contact us regarding your privacy, please use:

Email: theatreschool@ob1.co.uk

2. YOUR DATA

What information do we collect and how do we use it?

“Personal data” means any information that can identify an individual. It does **not** include anonymised data.

We use your data to provide the best possible services, operate safely, and meet our legal and contractual obligations.

We rely on the following legal bases for processing:

- **Performance of a contract** with you
- **Legitimate interests**, provided these do not override your rights
- **Legal or regulatory obligations**
- **Consent**, for areas such as marketing and photo/video permission

You may withdraw consent at any time by emailing: **theatreschool@ob1.co.uk**

We collect and process the following categories of data:

2.1 CORRESPONDENCE DATA

This includes any communication you send to us (e.g., contact form submissions, emails, text messages, phone calls, social media messages) and related metadata.

Purpose: Communication, customer service, and record-keeping.

Legal basis: Our legitimate interests — ensuring we respond appropriately and manage our business effectively.

2.2 CUSTOMER / STUDENT / STAFF DATA

This includes information necessary to deliver our services, such as:

- Name, contact details, address, email, phone number
- Payment information
- Gender, age, parental responsibility
- Sensitive information (allergies, SEN details, medical notes, behavioural information, dietary requirements)
- Permissions (photo/video consent)
- Student reports and progress information
- DBS and identity checks for staff

Purpose: Delivering lessons and services, entering into and fulfilling contracts, safeguarding, safety, administration, and fulfilling legal obligations (taxation, insurance, etc.).

Legal basis: Contract, legitimate interests, and legal obligations.

2.3 PUBLICATION DATA

Information you choose to publish on our website or social media platforms.

Purpose: Enabling publication, maintaining our online presence, and administering our services.

Legal basis: Legitimate interests.

2.4 MARKETING / NOTIFICATION DATA

Data you provide to subscribe to newsletters, email updates, offers, promotions, competitions, and targeted advertising.

Legal basis: Consent and/or performance of a contract.

You may withdraw consent at any time.

2.5 PHOTOGRAPHS / VIDEO

This includes any image, video, or likeness of you or your child, for use on:

- Social media
- Websites
- Printed publications
- Promotional material

Legal basis: Opt-in consent only.

You may withdraw consent at any time.

2.6 LEGAL CLAIMS

We may process any relevant personal data when necessary for the establishment, exercise, or defence of legal claims.

Legal basis: Legitimate interests — protecting the rights of OB1 Theatre School, our staff, students, and others.

2.7 ADDITIONAL PROCESSING PURPOSES

We may process your data for:

- Fraud prevention and criminal activity safeguards
- Staff development, training, and performance
- Health and safety, risk assessments, accident logs
- Emergency contact in case of incident
- Supporting student wellbeing and safeguarding
- Managing special educational or medical needs
- Maintaining safety and security, including registers and sign-in procedures

You may withdraw photo/video consent at any time.

2.8 DATA RELATING TO OTHERS

Please do not supply anyone else's personal data unless we request it (e.g., emergency contacts).

3. DUTY TO DISCLOSE INFORMATION

We have a **legal obligation** to process and share safeguarding-related data if we have concerns about a child's welfare.

- Concerns about **child protection** may be shared with **Social Services**.
- Concerns relating to **criminal activity** (drugs, terrorism, treason, etc.) may be shared with the **police**.

We may also share data, where necessary, with:

- Venue providers (for safety, security, insurance)
- Professional advisers (lawyers, insurers, auditors, bankers)
- HMRC, regulators, and authorised UK bodies
- Emergency services during an incident

We will never sell, trade, or rent personal data to any third party for their own purposes.

4. DATA SECURITY

We use appropriate security measures to protect your data from loss, misuse, unauthorised access, alteration, or disclosure.

- Digital data is encrypted and password-protected.
 - Hard copies are stored securely.
 - SSL encryption protects data transferred through our website.
 - Access is restricted to authorised OB1 employees, volunteers, and agents.
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5. DATA RETENTION

We retain personal data only for as long as necessary to fulfil the purpose for which it was collected, in line with statutory requirements.

Some records (e.g., safeguarding or referral information) must be retained for longer in order to comply with legal requirements.

6. YOUR RIGHTS

Under Data Protection Law, you have the right to:

- Access your personal data
- Correct inaccurate data
- Request erasure
- Restrict processing
- Object to processing
- Request transfer of your data
- Withdraw consent at any time

More information can be found at the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To exercise your rights, email: **theatreschool@ob1.co.uk**

We aim to respond within **one month**, unless requests are complex or numerous.

7. THIRD-PARTY LINKS

Our website may contain links to third-party websites. We are not responsible for their privacy policies. We encourage you to read their privacy notices when visiting external sites.

8. COOKIES

We use cookies on our website.

Non-essential cookies require your consent when you first visit.

Opting out may affect functionality.

9. THIRD PARTIES / COLLABORATORS

We do not sell or rent your data.

However, we may share limited data with collaborators only when necessary to deliver an agreed service — for example, to validate CPD points or issue certificates.

You will always be asked to **opt-in** before any such data is shared.

10. CHANGES TO THIS NOTICE

We review our Privacy Policy regularly to reflect updates in legislation, technology, and school practice. Changes may occur without notice, so please check this policy periodically to stay informed.