



Northern Arts Factory

Privacy Policy

Introduction

This privacy policy will provide you with details of how we will collect and process your personal data. In accordance with the GDPR, we at Northern Arts Factory recognise that we collect and process personal data and because we decide how and why we do that, we are data controllers. This means that we have legal obligations to people regarding how we handle their data and manage their privacy.

Through this policy we aim to ensure that current and future pupils, staff and volunteers can feel confident that our company is a safe and secure place to study or work, and to demonstrate our commitment to protecting the rights and privacy of everyone whose data we handle.

Personal data

Personal data means any information capable of identifying an individual.

Reasons for data collection

- Communication data - this includes any information you send to us through email, website contact form, registration form, text and social media pages. We use this data for the purposes of communicating with you and for record keeping. The data collected is for legitimate interests for example being able to reply to communications sent to us.
- Customer data - this includes data given to us to purchase our services. The information will have been given via a contract or registration form and for theatre schools, pre-school classes and holiday workshops this data will be added to our registers to allow ease of contact with parents/carers. This data is collected for legitimate reasons and to allow clear communication between both parties.
- Marketing data - this includes data provided by you which you will have identified your preferences regarding marketing from us. This data will be used for legitimate reasons and will be used to inform you of future events, classes and holiday workshops. This data will be used to help support our business and its growth.
- Financial data - This allows ease of transaction between you and Northern Arts Factory. We use this data to provide a purchase you have purchased.

Who will see the data:

Both Directors of the company (Sally Harington and Anne Keighley) will have full access of all the data received.

Freelance teachers will have access to detailed registers for health and safety reasons.

Accountant (Louise Higson) will have access to basic information.

Where data is to be stored:

Electronic data is kept on our computers which both have password protection. Paper copies are kept in files which are stored in cupboards in directors houses.

Data retention

We will only use your data for as long as necessary and to inform you of up and coming events, classes and holiday workshops. We may also use this data to complete reports to allow us to analyse Northern Arts Factory's growth. For tax purposes we are required to keep basic information for 6 years.

When deciding that we no longer require this information we will ensure the data is deleted from all electronic systems and that all paperwork is shredded.

All persons will have access to their own data if required at any one time.

Training and Awareness

All persons who have access to private data will receive suitable training for their responsibilities for data protection.

Consent to use personal data including images, voice recordings and film.

Only images, voice recordings and filming will be used once consent has been given. These will be used on social media and website to inform others of what Northern Arts factory has been doing, as a form of advertisement and self promotion. Also to celebrate the success of our schools, theatre schools and summer workshops.