



Frances Lyn Theatre School

Data Protection Policy

Data Protection and Privacy Policy

Thank you for trusting Frances Lyn Theatre School with some information about you and/or your child(ren). We would like to assure you that we take that trust seriously and we want you to know how we use your information and why.

Who is holding your information?

The information you have given to us is kept by the principal of the school, with relevant information (such as names, emergency phone numbers and medical issues) also accessible to the class teachers. We do not permit copying or sharing by our staff and actively monitor for any potential breaches.

Where do we get data from?

We only hold data provided to us by you. Initial information is collected on the registration form that is filled out at enrolment. We may also collect data that is emailed to us by you. Once collected it is transferred onto our main database. We only keep data that is necessary to run the school in an efficient manner.

Where is your data stored?

In common with most small businesses, we do not have any tailor-made software – we use mainstream packages for record keeping, email and accounting etc.

Do we share your data?

We never sell data we hold.

Your information/advice is held in the strictest confidence. The teaching faculty are aware that confidentiality is paramount and any sharing of data is a breach of data regulations.

However we do reserve the right to share information if we suspect a safeguarding issue (child protection policy).

How long do we retain your data?

We will keep and update records for as long as your child attends Frances Lyn Theatre School. Once they leave, it is up to you. We can either delete your data or you can stay with us as part of our friends and alumni. We hope that you will.

Want to see what we hold on you?

Under the new regulations, you have the right to know what information we hold on you. Simply send an email to info@franceslyntheatreschool.com and we will download what we have (or send screenshots) and send it to you. If

you believe we have information we should not be keeping, or it is out of date or otherwise wrong, please let us know and we will take appropriate action.

Do you have a complaint?

If you have a complaint about the way we are handling your information or how we have responded to a request for information or data removal, please let us know. If we find we are unable to reach an agreement, please feel free to contact the Information Commissioner.