

PRIVACY NOTICE - DATE OF LAST REVIEW: 7 OCTOBER 2022

At LRS we take your privacy seriously and we are committed to respecting and protecting your privacy. If you contact us with a registration enquiry, you will be asked to provide your name, email address, and contact telephone number. If your registration is successful, as part of your student contract, you will be asked to provide additional personal data and consent to the publication of your name, along with relevant photographs and videos of you on social media and via other applicable sources that promote and advertise our services and achievements. It's likely that we'll need to update this Privacy Notice from time to time so you are welcome to come back and check it whenever you wish.

PERSONAL DATA WE REQUIRE

Personal data, or personal information, means any information about an individual that can identify them. We collect the minimum amount of personal information needed to complete the contract that we have with you. We may collect, use, and store personal data about you which we have grouped together as follows:

Identity Data includes your first name, maiden name, last name, title, date of birth, credit/debit card information.

Contact Data includes your postal address, email address and telephone numbers.

Where we need to collect personal information about you to fulfil our obligations to you and you fail to provide that information when requested, we may not be able to honour the contract we have or services we are trying to provide to you. In this case, we may have to stop providing you with the services, but we will notify you if this is the case at the time. For example, where you do not consent for your child to be filmed as part of a group setting, we will contact you to discuss whether we can continue providing the services under the contract.

HOW WE COLLECT AND STORE YOUR PERSONAL DATA

We collect your personal information by direct interactions with you. Mainly you will give us your Identity and Contact Data by filling in forms or by corresponding with us by post, phone, social media and email. Additionally, your personal data will be stored in a file on our business database system.

HOW WE USE YOUR PERSONAL DATA

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We take into consideration the potential risk of harm from unauthorised use or disclosure of your personal information and therefore, your personal data stored on our database will be reviewed annually and where appropriate we will delete your personal data. If you have contacted us and have provided your personal data on file for the purposes of receiving information from us, for example to notify you when a space becomes available, we will ensure that we confirm via each correspondence that you are happy for us to continue to retain your personal data for contact purposes only. If you choose not to proceed with registering with us, we will remove all of your stored data after 90 days.

MARKETING

We will use the afore mentioned selected personal information for promotional purposes with your consent. We retain your information on file and will provide you with information on the products and services you have requested from us. We will never sell, distribute, or lease your personal information to third parties.

ACCESS TO INFORMATION

Data Protection Legislation (GDPR) gives you right to access the information we hold about you. Your right of access can be exercised in accordance with Data Protection Legislation (GDPR). We will respond to any valid access request within 30 days (though if it is expected to take longer than 30 days, we will notify you and keep you updated on likely timescale). To obtain a copy of the personal information we hold about you please contact us via email at: -

admin@lrsvocalperformingarts.co.uk

You will not have to pay a fee to access your personal data, however, we may charge a reasonable fee if your request is clearly repetitive or excessive. We may refuse to comply with your request in these circumstances. In these instances, we will notify you.

ERASURE OR RECTIFICATION

Data Protection Legislation (GDPR) gives you the right to ask us to erase information held about you if it is no longer necessary in relation to the purposes for which it was collected or processed. You also have the right to ask us to rectify inaccurate information we hold about you or to complete incomplete information about you. Your right of erasure and/or rectification can be exercised in accordance with Data Protection Legislation (GDPR). If you make a valid erasure or rectification request, we will take reasonable steps to erase or rectify your information so far as required by Data Protection Legislation (GDPR). However, Data Protection Legislation (GDPR) allows us to retain and continue processing your information where necessary in certain circumstances and if any of those circumstances apply, we will inform you.

YOUR DUTY TO INFORM US OF CHANGES

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us. You have the right to withdraw from us your consent to process your personal data at any time. Please bear in mind that if you object, this may affect our ability to complete the contract we have with you.

If you consider that we are failing to comply with this Privacy Notice and/or Data Protection Legislation in relation to the information which we hold or process, please notify us immediately in order that we can do our utmost to rectify this.