



Privacy & GDPR Policy

The Actor's Training Academy (hereby referred to as TATA) is committed to protecting your privacy and ensuring that your personal information is handled securely and responsibly. This Privacy Policy explains how we collect, use, store, and protect your personal information.

By accessing our website, registering for our services, or using our services, on enquiry you agree to the practices described in this Privacy Policy.

Information We Collect

We collect both personal and non-personal information when you interact with us.

Personal Information

When you register for our services, subscribe to our newsletter, make an enquiry, or otherwise engage with us, we may collect:

- Name
- Email address
- Postal address
- Telephone number
- Emergency contact information (if applicable)
- Medical or accessibility information relevant to participation (if applicable)
- Billing and payment information (if applicable)
- Photography and videography consent

Registration Platforms

For participants under the age of 18, registrations and bookings are managed through the ClassForKids platform. Personal information provided during registration is collected and processed through ClassForKids and shared with TATA for the purpose of administering classes, communicating with parents/guardians, safeguarding participants, photography/videography, medical information and delivering our services.

For participants aged 18 and over, registrations are completed using TATA's own registration forms. Information submitted through these forms is collected and processed directly by TATA.

Non-Personal Information

When you visit our website, we may automatically collect:

- IP address
- Browser type and version
- Device information

- Pages visited and time spent on the website
- Referring website addresses
- General website usage data

This information may be collected through cookies and similar technologies to improve website performance and user experience.

How We Use Your Information

We use the information we collect to:

- Process and manage registrations, bookings, and enquiries
- Deliver classes, workshops, and related services
- Communicate important information regarding bookings and participation
- Send confirmations, updates, reminders, and administrative communications
- Send newsletters, promotions, and marketing communications
- Personalise and improve our services and website experience
- Monitor and analyse website usage
- Meet our legal, regulatory, and safeguarding obligations
- Protect our legal rights and interests

Lawful Basis for Processing: Under UK GDPR, we must have a lawful basis to collect and use personal data. The Actor's Training Academy relies on the following lawful bases:

Contract: We process personal information where it is necessary to deliver our services. This includes managing bookings, providing classes and workshops, communicating with participants, and administering accounts.

Legal Obligation: We may process personal information where we are required to do so by law. This includes safeguarding and child protection responsibilities, health and safety requirements, and other regulatory obligations.

Legitimate Interests: We may use personal information for our legitimate business interests, such as managing our services, communicating with customers, improving our website, and ensuring the smooth operation of The Actor's Training Academy. We always balance our interests against your rights and freedoms.

Consent In certain cases, we rely on consent. For example, for marketing communications and the use of photography or videography. Where consent is used, it can be withdrawn at any time.

Internal Access to Information

Access to personal information within TATA is strictly limited to staff members who require it in order to perform their roles. This includes tutors, assistants, safeguarding leads, and administrative staff, who may access relevant information to:

- Deliver sessions safely and effectively
- Support participant wellbeing and participation
- Respond appropriately to safeguarding concerns
- Manage bookings, communication, and operations

All staff are required to handle personal data confidentially and in accordance with data protection legislation.

Mailing List and Marketing Communications

When you register through our forms, book through ClassForKids, engage with our communications, or subscribe through our website, you may be added to our mailing list and receive newsletters, updates, promotions, and information about our services.

You may unsubscribe from marketing communications at any time by:

- Clicking the "unsubscribe" link included in our marketing emails; or
- Contacting us directly at info@tataUK.co.uk.

Please note that even if you opt out of marketing communications, we may still send service-related or administrative messages where necessary.

Cookies and Tracking Technologies

We use cookies and similar tracking technologies to enhance your experience on our website and understand how visitors use our services.

Cookies may be used to:

- Remember your preferences
- Improve website functionality
- Analyse website traffic and performance
- Support marketing and communication activities

You can manage cookie preferences through your browser settings. Disabling cookies may affect the functionality of certain parts of our website.

How We Share Your Information

We do not sell or rent your personal information to third parties.

We may share your information in the following circumstances:

Service Providers

We may share information with trusted third-party providers who assist us in operating our services, including:

- ClassForKids
- Payment processors
- Email marketing providers
- Website hosting and technical support providers

These providers are required to protect your information and use it only for the services they provide on our behalf.

Legal Requirements

We may disclose information where required by law, regulation, safeguarding obligations, court order, or other legal processes.

Business Transfers

If TATA undergoes a merger, acquisition, restructuring, or sale of assets, personal information may be transferred as part of that transaction.

Children's Data

For participants under the age of 18, personal information is generally provided by a parent or legal guardian through ClassForKids.

We collect and process children's information only where necessary for:

- Class administration
- Communication with parents or guardians
- Safeguarding and welfare requirements
- Health and safety purposes
- Legal and regulatory compliance

We take additional care to protect children's personal information and process it in accordance with applicable data protection laws.

Data Security

We take reasonable technical and organisational measures to protect personal information against unauthorised access, loss, misuse, disclosure, or alteration.

However, no method of electronic transmission or storage can be guaranteed to be completely secure, and we cannot guarantee absolute security.

Your Rights

Depending on applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR), you may have the right to:

- Access the personal information we hold about you
- Request correction of inaccurate information
- Request deletion of your personal information
- Restrict or object to certain processing activities
- Withdraw consent where processing is based on consent
- Request a copy of your personal information in a portable format

To exercise any of these rights, please contact us at: info@tataUK.co.uk

Data Retention

We retain personal information only for as long as necessary to fulfil the purposes outlined in this Privacy Policy and to meet legal, safeguarding, accounting, and regulatory requirements.

When information is no longer required, it will be securely deleted or anonymised.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be published on this page with an updated date. Please review this policy periodically to stay informed about how we are protecting your information.

Contact Us

If you have any questions or concerns about this Privacy Policy, please contact us at:
info@tataUK.co.uk

This policy was adopted by: The Actor's Training Academy	Date: 1st July 2026
To be reviewed: 1 st July 2027	Signed: GWELLFARE