



The Art Studio 314

[www.theartstudio314.com](http://www.theartstudio314.com)

[hello@theartstudio314.com](mailto:hello@theartstudio314.com)

## **PRIVACY POLICY**

This privacy notice tells you what to expect us to do with your personal information.

### **What information we collect, use, and why**

We collect or use the following information for our art clubs, sessions & workshops:

- Names and contact details for students/children
- Names and contact details for carers
- Gender
- Date of birth
- Payment details and financial information including transactions
- Special Educational Needs and Disabilities (SEND) or additional support information (includes reasonable adjustments and special educational needs and disabilities)
- Photographs
- Attendance and reason for absence data

### **We collect or use the following information for updates or marketing purposes:**

- Names and contact details
- Marketing preferences
- Photographs
- Website user information
- Records of consent, where appropriate

## Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access -**

You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.

[You can read more about this right here.](#)

- **Your right to rectification -**

You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.

[You can read more about this right here.](#)

- **Your right to erasure -**

You have the right to ask us to delete your personal information.

[You can read more about this right here.](#)

- **Your right to restriction of processing -**

You have the right to ask us to limit how we can use your personal information.

[You can read more about this right here.](#)

- **Your right to object to processing -**

You have the right to object to the processing of your personal data.

[You can read more about this right here.](#)

- **Your right to data portability -**

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.

[You can read more about this right here.](#)

- **Your right to withdraw consent –**

When we use consent as our lawful basis you have the right to withdraw your consent at any time.

[You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one calendar month.

To make a data protection rights request, please contact us using the contact details at the end of this privacy notice.

### **Our lawful bases for the collection and use of your data**

Our lawful bases for collecting or using personal information for student education and welfare are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Contract** - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- **Legal obligation** - we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

### **Our lawful bases for collecting or using personal information for information updates or marketing purposes are:**

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Legitimate interests** – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are: using your personal information to inform you of new activities, events and/or products or for the purpose of updating you to existing activities, clubs and sessions.

**Where we get personal information from:**

- Parents or carers

**How long we keep information:**

Personal information is retained for as long as the customer is signed up to session, clubs or workshops. Past customer information is kept for one year after their last attendance.

**Who we share information with:**

Others we share personal information with:

- Organisations we need to share information with for safeguarding reasons
- Emergency services
- Organisations we're legally obliged to share personal information with
- Publicly on our website, social media or other marketing and information media

**How to complain:**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the end of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

**Information Commissioner's Office**

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113      Website: <https://www.ico.org.uk/make-a-complaint>

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

Date : 21st January 2025

Signed :