

## **Our Policy For Handling Your Personal Data**

### **Who Are We**

Academy Arts Theatre school through Membermeister Ltd will be the 'Controller' of the personal data you provide to us.

**Membermeister** is a cloud hosted software platform which enables small to medium sized businesses in the dance, fitness and teaching sector to stay on top of their admin. As a business that handles a lot of personal data, Membermeister takes extensive precautions and employ a best practice approach to keeping customer data and their customer's personal details secure.

### **What We Are We Doing**

The information collected by Academy Arts and Membermeister will be stored and processed electronically. Your personal details are required in order to contact you and, if applicable, to do business with you. This forms the lawful basis under which we collect this information; without it we cannot get in touch with you or do business with you.

### **Why We Need It**

We need to know basic personal data to register your membership and keep you up-to-date with our activities.

### **What We Do With It**

We have a legal duty to keep your information secure and we will only use your details to provide our services to you. We will not share your information with any third party but we use third party suppliers to store your data and to help us keep it secure. We collect as little information as possible to provide our services to you.

### **How Long We Keep It**

We will generally keep your personal data for an indefinite period of time, so that we can maintain your membership and keep you up to date with Academy Arts classes, activities and productions. This includes our ongoing newsletters and information communications via email. Your data will be kept with us until you notify us that you no longer wish to receive this information. You have the right to withdraw consent at any time.

### **What Are Your Rights?**

If we no longer require the information you provided we will dispose of it securely. You have the right to access the information we hold about you and we will supply this to you in an electronic format if you ask us. You can request that we delete your personal details and we will comply with that unless we are prevented by law or other regulations, for example due to record keeping, safekeeping or accounting purposes.

### **Consent**

As a member of Academy Arts you must confirm that you understand that Academy Arts will store and process your personal details within GDPR guidelines.