

# THE YAFTA PROJECT

## PRIVACY POLICY

When a new student or school joins the The YAFTA Project we require them to complete a registration form or application form. This information is used for the purposes of your education at YAFTA. Visitors to our website who sign up to our newsletter will only be sent our weekly newsletter.

- **The data that we collect from you includes:**

- Name, address, e-mail address and general contact information.
- Parent/Guardian information if under the age of 18.
- Special category data such as any learning disabilities, learning difficulties, physical disabilities, mental health problems or any other health condition which may require additional support for the student whilst at YAFTA.
- Consent to participate in filming and photography, for educational purposes at YAFTA only.

- **The YAFTA Project will be collecting your personal data for the following reasons:**

- To add you to our registration system so that teachers and staff members know to expect you in class.
- To produce invoices for class payment, either to the parent or the school.
- To know who to contact if you/your child becomes unwell whilst at YAFTA, or if we need to discuss any problems which may arise in sessions.
- To send you information of filming dates, workshops, masterclasses, assessments, closures or any other operational matters.
- To invite you for future auditions.
- Any special category data that is collected will be used solely to ensure that we are able to offer appropriate support in classes or in your acting career where necessary.

There are a number of different legal bases for processing your personal data. This will depend on which course you are doing, if you are a child or adult, and if you are part of the agency. Our legal bases are made up of the following:

- Consent
- Contract
- Legal Obligation
- Vital Interests
- Legitimate Interests
- Special Category Data
  - Learning Disabilities
  - Learning Difficulties
  - Physical Disabilities
  - Mental Health Problems
  - Any other medical condition which may require urgent medical attention whilst at YAFTA.

Your data will not be shared with any third parties. Your data will be stored in software systems which meet the GDPR requirements and will only be accessed by staff members who require access to fulfil our obligation to you as a student.

Your data will be kept on our systems for as long as is necessary to fulfil our legal bases for processing your personal data. You can request for your personal data to be removed from our systems at any time and you can request to see a copy of the data that is held on our system by e-mailing [enquiries@theyaftaproject.com](mailto:enquiries@theyaftaproject.com)

Protecting your data: We use software systems that are encrypted and adhere to the GDPR. This ensures that your data is held in a safe and secure way.

If you wish to raise a complaint about how your personal data is held, you can do so via the Information Commissioner's Office, by visiting [www.ico.org.uk](http://www.ico.org.uk).

Consent: By consenting to this privacy policy notice you are giving us permission to process your personal data specifically for the purposes identified. Consent is required for The YAFTA Project to process both types of personal data but it must be explicitly given. Where we are asking you for special category data, we will always tell you why and how the information will be used.