



What information do we collect and how do we use it?

We collect personal data from you when you register your son or daughter to one of our classes or workshop, receive emails for the purpose of marketing or purchase tickets for our shows. This information is protected by UK data protection law. We remind you about our data collection policy when you fill out your details on our registration form, when you contact us regarding events or classes and when you purchase tickets.

We ask you to provide us with details such as name, address, email address, telephone number, (where necessary for classes child's name & date of birth). The data we collect from you is an important information that we need to run our business and we do not request anything that is not absolutely required.

We do not share your personal information with third parties or send you Bristol Academy of Drama communication without you have previously requested us to do so — you give us your consent by contacting us and signing up your children to our classes/workshop, by giving consent to be kept up to date when enquiring about our classes and workshops and/or by ticking the consent box when purchasing tickets through our ticketing agents.

Data we hold also covers images (photographic and video) taken during classes, workshops and performances. Consent will be assumed on signing and agreeing to our terms and conditions. No child will be identified through this process. Full details of how images will be used are outlined in our Use of Images policy which is available upon request. Parents can ask Bristol Academy of Drama to stop using images at any time by completing the relevant form which can be requested by emailing claire@bristolacademyofdrama.co.uk

Bristol Academy of Drama will always hold your details securely. We'll ensure you're in control of your data.

Deleting your information

If you wish to remove any or all of your details you can do so by emailing us at our main account claire@bristolacademyofdrama.co.uk and requesting that the details we hold regarding you, your children and their images be removed. This will be enacted within 5 working days of your request.

Legal Requirements

While it is unlikely, Bristol Academy of Drama may be required to disclose your user data by a court order or to comply with other legal requirements. We will endeavour to inform you of this requirement wherever possible, unless we are legally restricted from doing so.

No commercial disposal to third parties

Bristol Academy of Drama does not sell, rent or distribute any personally identifying data from our users to third parties for commercial purposes.

Data retention

Any personal data that we process for any purpose shall not be kept for longer than is necessary for that purpose. We will take steps to regularly audit the data we hold with a view to removing that which is no longer necessary for that purpose.

You may instruct us to provide you with any personal data we hold about you; this may be subject to the supply of appropriate evidence of your identity.

Cookies (Usage Data)

A cookie is a piece of information in the form of a very small text file that is placed on an internet user's hard drive. The information the cookie contains is set by the server and it can be used by that server whenever the user visits the site. We use cookies on www.bristol.academyofdrama.co.uk as a form of user identification in certain areas of the site and to record the frequency with which pages on the site are visited (usage data), but they do not record any confidential or personal information.

This usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. We may process this usage data using Google Analytics. This information is important to help us continually improve our services and the experience of users of the website. For more information, visit the [Google Analytics privacy page](#).

Amending our Privacy Policy

We may update this policy from time to time by publishing a new version on our website. You should check this page occasionally to ensure you are happy with any changes to this policy.

If you have any questions about the Policy please contact us on hello@bristolacademyofdrama.co.uk.