



YOUR PRIVACY IS IMPORTANT TO US

To better protect your privacy, we provide this notice (in brief) explaining our online information practices and the choices you can make about the way your information is collected and used.

The Information We Collect

This notice applies to all information collected or submitted. The types of personal information collected are: Name, Email address, Phone numbers, Gender, Places of Education, Medical Conditions, Parents/Guardians contact details and Personal Preferences.

The Information We Do Not Collect

Credit/Debit Card Information. Bank Account Information other than if you require a refund.

The Way We Use Information

Only authorised members of Shene Stage School have access to your information. This access is curtailed to allow access only to information that is pertinent to the individual's role within Shene Stage School. We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties. Finally, we never use or share the personally identifiable information provided to us in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Our Commitment to Data Security

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Our Commitment to Children's Privacy

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information on our website from those we actually know are under 18 years of age. We also follow the Child Services Policies which can be seen at www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-youngpeople



How You Can Access or Correct Your Information

You can access all your personally identifiable information that we collect and maintain by calling us or sending us an email. We use this procedure to better safeguard your information. You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

Your Legal Rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

You can see more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protectionregulation-gdpr/individual-rights/> If you wish to exercise any of the rights set out above, please email us at info@shenestageschool.com

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances, or if they are not law abiding.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally, it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

How to Contact Us

Should you have other questions or concerns about these privacy policies, please contact us at

info@shenestageschool.com

Shene Stage School, 50 Sandringham Avenue, London, SW20 8JY, 07885 431684