



Student Privacy Policy **General Data Protection Regulations**

This privacy notice explains how Identity School of Acting (IDSA) and Identity Agency Group (IAG), “the Company” collects and uses your personal data in order to manage the student relationship.

The Company is the data controller and it will comply with data protection law. This means that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have explained to you clearly and not used in any way that is incompatible with these purposes;
- Relevant to the purposes we have told you about and limited to those purposes only;
- Accurate and kept up to date;
- Kept only for such time as is necessary for the purposes we have told you about; and
- Kept securely.

Where will Identity School of Acting get your personal data from?

IDSA collect your personal data from the following sources:

- from your application form
- from your personal updates to the school

What personal data will Identity School of Acting collect?

- your name, address, contact information including email and telephone number, date of birth, age, nationality, emergency contact including name and telephone number
- “special categories of data” including ethnic origin and medical conditions (e.g. disabilities or allergies) is also collected to support your training at the school and/or future representation with the agency

How will Identity School of Acting use your personal data?

The purposes for which IDSA use personal data (including special categories of data) we collect during a student’s association with the school include:

- allocation of audition dates
- acceptance or rejection letters
- delivery of timetables, induction schedules, Student Learner Agreement
- Showcase, Filmcase, In-House Presentation information
- promoting additional course and workshop offers
- promoting other offers including headshots, NUS cards and theatre discounts
- providing additional support for medical conditions
- monitoring equal opportunities

- safeguarding and promoting the welfare of students
- managing the use of social media
- collecting and processing school fees
- providing school updates and any amendments to the current Student Learner Agreement
- issuing the student surveys
- health, attendance and punctuality
- dealing with grievances and disciplinary actions
- dealing with enquiries and complaints

Will Identity School of Acting share your personal data with third parties?

IDSA will not share your information with third parties.

Changes to your personal data.

As a student of Identity School of Acting you are required to inform the school immediately of any changes to the information we hold about you. This is most important with contact and emergency contact details. For any changes please email info@identityschoolofacting.com.

How long will Identity School of Acting retain your personal data?

IDSA may retain your personal data for up to two years after you have left the school. However some information may be retained indefinitely so we can refer back to this should you apply to re-audition at a later date.

Your rights.

Under the GDPR you have the following rights:

- to have access to, and copies of the personal data that IDSA hold about you
- to instruct IDSA to stop processing your personal data if the process is causing you damage or distress
- to instruct IDSA to stop sending you marketing communications
- to instruct IDSA to correct any incorrect personal data we hold about you
- to instruct IDSA to delete all personal data we hold about you
- To receive from IDSA the personal data we hold about you which you have provided in a reasonable format specified by you, including for the purpose of you sharing with another data controller
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this is disproportionate on your rights

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. Any request for copies of personal data will be issued within 30 days.

Who do I contact if I wish to withdraw my consent for Identity School of Acting to process my personal data?

If you wish to withdraw your consent please email info@identityschoolofacting.com confirming your full name, email address and current or former group name.

Please note that withdrawing your consent will result in no longer receiving all information relevant to your course, class, additional course offers, free workshops, headshots, theatre discounts and general IDSA information and updates.

Who do I contact if I have questions regarding my personal data?

If you have any questions regarding your personal data please put them in writing to info@identityschoolofacting.com confirming your full name, email address and current or former group name. A member of the senior management team will contact you within 72 hours.