

Privacy Policy Notice

The policy: This privacy policy notice is served by IDA Agency, 7a Park Gardens, Hockley, Essex SS5 4HE under the website: www.idaagency.education. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information through the business and while you browse or use this website. If you do not agree to the following policy you may wish to cease viewing / using this website, and or refrain from submitting your personal data to us.

Policy key definitions:

- "I", "our", "us", or "we" refer to the business, IDA Agency, International Drama Academy.
- "you", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.
- Cookies mean small files stored on a user's computer or device.

Key principles of GDPR:

Our privacy policy embodies the following key principles; (a) Lawfulness, fairness and transparency, (b) Purpose limitation, (c) Data minimisation, (d) Accuracy, (e) Storage limitation, (f) Integrity and confidence, (g) Accountability.

Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

We are registered with the ICO under the Data Protection Register, our registration number is: **ZA421058**.

Lawful basis: Consent

Where our purpose for processing is: We may receive information such as the heights of children, their dates of birth, names, addresses, telephone numbers, photographs and medical information.

Which is necessary because: This information is relevant when sending details about possible casting opportunities to casting agents and production companies.

We process your information in the following ways: We keep necessary data to ensure role suitability. We only pass on relevant information to casting agents and production companies. Teachers, industry professionals and registered chaperones will have access to some aspects of data due to the safety and well-being of children and Young Performers in their care.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists. License data is held on a password protected device and is securely kept for a 6 month period as stated in *The Children and Young Person's Act*.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

Your individual rights under the GDPR are as follows:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

Internet cookies

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third party website.

Some cookies are required to enjoy and use the full functionality of this website.

We use a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device / computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

Data security & protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

Email database: It is sometimes beneficial for parents and IDA Agency staff to be part of an online database sharing knowledge of casting opportunities. Parents may reject enrolling to the site.

Fair & Transparent Privacy Explained

We have provided some further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.

Affiliate tracking & commissions

Our website may contain affiliate links on some pages. These are typically self-served through our own means. We only use trusted partners who each have high standards of user privacy and security. However we do not control the actual adverts seen / displayed by others.

Clickable affiliate links may be displayed as a website URL like this; www.idaonline.education or as a titled text link like this: International Drama Academy.

Last reviewed June 2019.