



PRIVACY POLICY (MAY 2018)

INTRODUCTION

Federation of Drama Schools is committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with GDPR Act 2018).

We will be clear when we collect your data and will not do anything you wouldn't reasonably expect.

WHAT DATA DO WE COLLECT?

- Names
- Contact emails
- From time to time additional information will be collected in the registration of individuals for specific FDS events such as dietary requirements or telephone contacts.
- From time to time additional information will be collected through third party platforms such as eventbrite or paypal in order to facilitate event attendance.

WHAT WILL WE DO WITH YOUR INFORMATION?

We retain contact email addresses and names of individuals who have requested to join the mailing list in order to:

- Promote and manage attendance at FDS events
- Share information regarding events and initiatives developed through member schools or connected third parties
- Share information regarding the sector and the performing arts industry as it may impact on, interest or affect member schools, and individuals connected with these schools
- Keep a record of your relationship with us.

We never share, sell, rent or lease your details to a third party, unless required to do so in Law. The FDS mailing lists are not shared with member schools or individuals within those schools.

All contact details are securely stored and used by FDS only.

HOW DO WE COLLECT YOUR INFORMATION?

The FDS mailing list contact details are collected in the following ways:

- Personal sign up requests at FDS events
- Through online booking/registration for FDS events
- Direct contact from you requesting mailing list sign up

WHERE AND HOW DO WE STORE YOUR INFORMATION SAFELY?

We take every precaution to protect your information.

Federation of Drama Schools manages the following website

www.federationofdramaschools.co.uk

Web Hosting:

Our website is hosted on Moonfruit (SiteMaker Software Ltd). They provide us with the central email address and mail inbox through which FDS contacts its mailing lists. Your data is stored through Moonfruit's data storage, databases and the general Moonfruit application. We are informed they store your data on a secure server behind a firewall.

Mailchimp

eMarketing: Email marketing is typically done in-house using a third party provider of automated marketing software, such as Mailchimp. We store your data on MailChimp whose servers are located in the United States. MailChimp

certifies to the Privacy Shield framework and can lawfully receive EU data. Only the FDS administrator is granted access to personally identifiable information.

FDS files

In order to ensure the smooth running of FDS events, from time to time, data such as contact names will be downloaded into conference documentation such as registration check lists. All data files are secured on a private, password protected system, and are not transferred digitally or in a portable form other than via those functions detailed above.

REQUESTING THE INFORMATION WE HOLD

If you want to see what information we hold, withdraw consent, object to processing, request rectification/erasure, data portability or submit a Subject Access Request, please contact the administrator via info@federationofdramaschools.co.uk

If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Provision of such information will be subject to the supply of appropriate evidence of your identity.

RETENTION, DELETION AND REMOVAL OF PERSONAL INFORMATION

- All email communications provide a clear 'unsubscribe' option
- Any additional request for removal from the mailing list can be sent at anytime to info@federationofdramaschools.co.uk
- Without a specific request, contacts will be retained for 24 months, and then a specific additional 'opt in' communication will be sent
- Event documentation including personal information (paper) will be destroyed after the event
- Event files (digital)including personal contact information may be retained for 24 months for audit/report purposes, and then will be deleted.
- Data acquired through 3rd parties such as paypal or Eventbrite is handled as above. Additional privacy policies exist at these companies to ensure your data is handled appropriately – details on their websites.

TO LODGE A COMPLAINT

We aim to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously.

If you want to make a complaint about the way we have processed your personal information, you can contact the ICO: <http://www.ico.org.uk/concerns>

LEGAL BASIS FOR COLLECTING AND PROCESSING YOUR INFORMATION

We collect and process your data using one of the following legal bases:

Legitimate interest – by registering and attending an FDS event as an industry professional, you are entering in to a contract with FDS and we require access to your information in order to fulfil your needs, to administer the event and to send you relevant communication

Consent – you may request and opt in to receiving communications from FDS

LINKS TO OTHER WEBSITES

This privacy policy does not cover the links within the FDS site linking to other websites, such as those of member schools or industry partners. We encourage you to read the privacy statements on the other websites you visit.

CHANGES TO THIS POLICY

We may revise and update this Privacy Policy at any time and will indicate at the top of this page when this Privacy Policy was last revised. Please periodically review the Privacy Policy, as your continued use of this site indicates your agreement with any changes that we make.