



DRAMA TIME PRIVACY STATEMENT

Drama Time is committed to protecting and respecting any personal information you share with us. This statement describes what types of information we collect from you, how it is used by us, how we share it with others, how you can manage the information we hold and how you can contact us.

We will always give you the option not to receive marketing communications from us and to unsubscribe from our mailing list at any time. We will never send you unsolicited 'junk' email or communications, or share your data with anyone else. We do not sell your information to third parties.

The contents of this statement may change from time to time so you may wish to check this page occasionally to ensure you are still happy to share your information with us. Where possible, we will also contact you directly to notify you of these changes. This version of our Privacy Statement is live from 24th May 2018.

What information do we collect?

We collect information about you and your child when you engage with us via our website, booking forms, or email. We only collect information which is necessary, relevant and adequate for the purpose you are providing it for. This is predominantly so that Drama Time has all of the required information about you and your children to ensure that we can provide a safe and secure environment for your child while partaking in a Drama Time workshop.

How do we use this information?

Drama Time will only process information that is necessary for the purpose for which it has been collected. You will always have the option not to receive marketing communications from us (and you can withdraw your consent or object at any time). We will never send you unsolicited 'junk' email or communications, or share your personal information with anyone else who might.

We process data for the following purposes:

- To provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
- To ensure that content from our site is presented in the most effective manner for you and for your computer;
- For data analysis, testing, research, statistical, editorial, feedback and survey purposes;
- To comply with legal and regulatory requirements.
- To respond to your queries
- To provide you with the information, products and services that you request from us

- To notify you about changes to our service
- To allow you to share information on our site on third party social media platforms.
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How do we share this information?

We will never sell or share your information to third parties.

Where we store your personal information?

All information you provide to us is stored on our secure servers.

How long do we keep your information for?

We will not hold your personal information in an identifiable format for any longer than is necessary. If you are a customer or otherwise have a relationship with us we will hold personal information about you for a longer period than if we have obtained your details in connection with a prospective relationship.

Social Networks

If you connect with us on any of our social media channels we will store that information. Information we may collect includes email address, and name. This will add you to our mailing list, which you have the right to unsubscribe from at any time.

How can you manage the information we hold about you?

You have the right as an individual to access your personal information we hold about you and make corrections if necessary. You also have the right to withdraw any consent you have previously given us and ask us to erase information we hold about you. Please email info@dramatime.co.uk should you wish to revise or remove any data we have previously held about you.



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