



Name of policy	Reviewed by	Signed	Date reviewed	Date for next review
GDPR	Jade Sloan		6/5/36	May 2027

GDPR Data Protection Policy for Blackbird Creative Arts Ltd

1. Introduction

Blackbird Creative Arts Ltd is committed to protecting and respecting the privacy and confidentiality of all personal data we collect, store, and process. This policy outlines how we comply with UK GDPR and the Data Protection Act (DPA) 2018 and explains your rights in relation to your personal data. We process personal data to ensure the safety and well-being of our students, employees, contractors, and all individuals with whom we interact. This policy applies to all personal data we handle, including that of young people, students, and their parents/guardians.

2. Data Controller

Blackbird Creative Arts Ltd, located at Stanhope House, 113-117 Stanhope Road South, Darlington, DL3 7SF, is the data controller for any personal data we collect. This means we are responsible for how your data is processed and protected.

3. What Data We Collect

We collect and process a variety of personal data depending on our activities, which may include:

- **Personal details** such as name, age, date of birth, gender, contact details (email, phone number, address).
- **Emergency contact information** for students or participants.

- **Health information** (where relevant for safety, medical needs, or allergies).
- **Educational data**, including school records and performance assessments.
- **Photographs and videos** taken during performances, events, and classes (with prior consent).
- **Payment information** for tuition, performances, or event tickets.
- **Communication data** such as emails, letters, and phone calls regarding the services we offer.

4. How We Use Your Data

We use the personal data we collect for the following purposes:

- **Providing services:** To teach, train, and manage students or participants in classes, workshops, and performances.
- **Communication:** To keep you informed about upcoming classes, performances, and events.
- **Safety and welfare:** To ensure the safety and well-being of students, including managing emergency contacts and medical information.
- **Marketing:** To send marketing materials about upcoming events, performances, and educational opportunities, though you can opt out at any time.
- **Legal compliance:** To comply with applicable laws and regulations.

5. Legal Basis for Processing Personal Data

Under UK GDPR, we process personal data based on the following legal grounds:

- **Consent:** For activities such as photography, video recording, and sending marketing materials.
- **Contractual necessity:** To fulfill contracts related to classes, performances, and events.
- **Legal obligations:** To comply with laws related to safeguarding, health and safety, and employment.
- **Legitimate interests:** To carry out administrative functions necessary to provide services or conduct business.

6. Sharing Your Data

We do not sell or rent your personal data to third parties. However, we may share personal data in the following circumstances:

- **Service providers:** With trusted third parties who provide services on our behalf (e.g., payment processors, IT services, marketing).
- **Legal obligations:** If required by law, regulation, or legal process, we may disclose personal data to authorities or regulatory bodies.

- **Emergency situations:** Where necessary to protect the health and safety of individuals.

Data protection law does not prevent the sharing of information for the purposes of keeping children safe.

As an Alternative Provision, we will routinely share a student's attendance, behaviour, academic progress, and any safeguarding records with their referring host school and relevant Local Authority

7. Retention of Data

We will only retain personal data for as long as necessary to fulfill the purposes outlined in this policy or as required by law. This may include retaining certain data for safeguarding or legal compliance reasons.

When a student's placement ends, their complete safeguarding and child protection file will be securely transferred back to their referring school. Any safeguarding records we are required to retain will be kept securely until the child reaches 25 years of age, in line with statutory guidance.

8. Data Security

We take the security of personal data seriously and have implemented appropriate technical and organisational measures to protect your data from unauthorised access, disclosure, alteration, or destruction. These measures include:

- Secure storage of data.
- Encryption of sensitive data.
- Access controls to ensure only authorised personnel can access data.

9. Your Rights

Under the UK GDPR and Data Protection Act (DPA) 2018 you have the following rights regarding your personal data:

- **Right to Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You can ask us to correct any inaccurate or incomplete data.
- **Right to Erasure:** You can request that we delete your personal data, subject to legal or contractual obligations.
- **Right to Restriction:** You can ask us to limit the processing of your personal data in certain circumstances.
- **Right to Data Portability:** You can request to receive your data in a commonly used format for transfer to another provider.
- **Right to Object:** You can object to certain processing activities, such as direct marketing.

If you wish to exercise any of these rights, please contact us at blackbirdcreativearts@gmail.com

10. Consent

Where we rely on consent to process your data (such as for photography, marketing, or certain activities involving children), we will ask for your explicit consent, and you have the right to withdraw that consent at any time. You can withdraw consent by contacting us directly.

11. Children's Data

As a performing arts company that works with children and young people, we take extra care in handling their personal data. Because our students are of compulsory school age and placed via referral, we require parents, carers, or referring schools to provide consent for discretionary data processing (such as photography or marketing) for all students under the age of 18.

12. Changes to This Policy

We may update this GDPR policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. When we make changes, we will update the policy on our website and notify relevant individuals where necessary.

13. Contact Us

If you have any questions or concerns regarding how we handle your personal data or wish to exercise your rights under UK GDPR, please contact us at:

Blackbird Creative Arts Ltd

Stanhope House, Stanhope Road South, Darlington, DL3 7SF

Email: blackbirdcreativearts@gmail.com

Phone: 07739 013819