



# Aspire Performing Arts

## Privacy Notice

### **Our contact details**

Name: Aspire Performing Arts (Katie Daniel, Principal)

Registered Business Address: 31 Le Clos de Balmain, Undercliffe Road,  
St Helier, JE2 3PW.

Phone Number: 07501 510411

E-mail: [info@aspire-performingarts.co.uk](mailto:info@aspire-performingarts.co.uk)

### **What type of information we have**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Still images and videography (with permission)
- Voice recordings (with permission)

### **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Emergencies or accidents involving your child
- Promotional material
- Comparative and visual learning
- Monitoring lesson progress

We also receive personal information indirectly, from the following sources in the following scenarios:

- Enquiries through social media (primary contact name, phone number and/or email address)

Under the Data Protection (Jersey) Law 2018, the lawful bases we rely on for processing this information are:

- A. Your consent. You are able to remove your consent at any time. You can do this by contacting [info@aspire-performingarts.co.uk](mailto:info@aspire-performingarts.co.uk)
- B. We have a legitimate interest.

### **What we do with the information we have**

We use the information that you have given us in order to communicate effectively with you and Invoice you as necessary.

On occasion, we will post/share promotional material to our social media sites that may include images or videos of you or your child.

We will not share this information with any other party without your consent.

### **How we store your information**

Your information is securely stored by the principal of APA on solely personal devices.

We keep your contact information for the duration of your contract with APA. We will dispose of your information by deleting all contact details after cessation of lessons.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have four weeks to respond to you.

Please contact us at [info@aspire-performingarts.co.uk](mailto:info@aspire-performingarts.co.uk) if you wish to make a request.

### **How to complain**

You can also complain to the Jersey Office of the Information Commissioner (JOIC) if you are unhappy with how we have used your data.

JOIC's address:

2nd Floor  
5 Castle Street  
St. Helier  
Jersey  
JE2 3BT

[enquiries@jerseyoic.org](mailto:enquiries@jerseyoic.org)

[+44 \(0\) 1534 716530](tel:+441534716530)

By signing below, you agree to understanding the terms of this privacy policy.

**Print Name** .....

**Signed** .....

**Date** .....