



COURT
THEATRE TRAINING
COMPANY

'Train for a life in the theatre by working in the theatre'

CTTC Privacy Notice (Updated May 2018)

The CTTC Data Protection and Privacy Policy operates in accordance with that of our partner, Buckinghamshire New University (For a copy of the Data Protection policy see here https://bucks.ac.uk/_data/assets/pdf_file/0026/9548/Data-Protection-Policy.pdf).

From 25 May 2018, CTTC will process your personal data in accordance with the **General Data Protection Regulations (GDPR)** (EU2016/679) as outlined in this updated Privacy Notice

What GDPR means for you -

- the security of your personal data will be enhanced
- data protection will be standardised
- your rights related to your data will be increased
- use of your data will be made more transparent

Full details on GDPR can be found on the **Information Commissioner's Office** (ICO) website: www.ico.org.uk

This Privacy Notice sets out the basis on which CTTC collects and uses your personal data.

This privacy notice applies to:

- CTTC staff
- CTTC tutors and visiting directors
- CTTC Students

Members of the public accessing our website

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Throughout this notice, "we", "our" and "us" refers to CTTC and "you" and "your" refers to users of our services.

Personal information we may hold about you

We may collect and process the following data about you:

- Name



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- Contact details (Address, email, phone numbers)
- Educational certificates
- Copies of Passport/ ID Cards
- Date of birth
- University ID
- Course start and completion date (students and alumni)
- CTTC joining and leaving dates (staff)
- Special arrangements relating to disability
- Feedback responses e.g. from module satisfaction surveys

How we collect personal information about you

We collect your personal information in the following ways:

- via your online or written applications to study or work with us
- in person at CTTC
- in the course of providing our services to you (e.g. at auditions, during enrollment, at interview or via your feedback forms)
- We do not record information on visitors to our website who do not make applications.
- We use GoogleAnalytics to inform our GoogleAdword campaigns, used for recruitment, but this data is all anonymised.
- We have CCTV in operation throughout the building as a security measure.

Where we store your data

We store your data according to these means:

- Electronic files on our admin computer (this includes: emails, documents, databases, backups and email lists)
- Hard copies in the office filing cabinet
- Electronic Back up Files on an external Hard Drive kept off-campus at the General Manager's residence in case of emergency requirements.

Information Security - How we protect your data

We take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

- The admin computer is password protected and for authorised office staff only
- The office filing cabinet is kept locked and only the HR Manager has key access
- The external Hard Drive for back-up files is encrypted and password protected and kept securely. Only the HR Manager has access to the password
- Our computers are all protected with anti-virus software

Access to your personal information is limited to those employees or other third parties, who have a need to know. They will only process your personal information on our instructions and are subject to a duty of confidentiality.



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In the case of any suspected data security breach we will notify you, and any applicable regulator, where we are legally required to do so.

How we use the information we hold about you and the legal basis for processing your data under GDPR

We need the information listed above for the following purposes:

- to allow us to perform our contract with you in terms of teaching and assessment (Students) or your employment (Staff)
- to contact you and keep you informed of updates to our provision and services
- to provide legally required information to certain designated external bodies, such as our validating partner University or HESA*

We do not provide any of your personal or sensitive information to any other third parties for marketing or promotional services.

We may sometimes be obliged to disclose your personal information by law such as by a regulator with appropriate power, or court order. In addition, information held by or for public bodies can be subject to freedom of information requests.

* For further information on HESA Data Collection please see:

<https://bucks.ac.uk/about-us/governance-and-policies/public-information/freedom-of-information/hesa-data-collection>

Who we share your information with

- Your information may be shared with our validating partner University or specific governmental bodies such as HESA, in accordance with our legal and contractual obligations.
- Your feedback may be used anonymously for marketing purposes.

The function/reason for the data that is collected

Any data collected has a specific reason or function i.e.

- Follow-up on enquiries and applications for study or work
- Governmental Statistics
- School Marketing Information (i.e. Student Destination Data)

Length of time that data is kept

We only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

- Most data is retained for seven years after which it is deleted (electronic records) or securely shredded (paper records)



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- Anonymous information e.g. from feedback may be retained longer for monitoring or marketing purposes
- CCTV images are deleted automatically every 10 days

Change of purpose:

We will only use your personal information for the purposes outlined above. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis that allows us to do so.

We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Your rights as a data subject

You have the right to:

- request access to your personal data that we hold
- rectify inaccuracies in personal data that we hold
- ask to be removed from our records
- restrict the processing of your data in certain ways
- complain to the **Information Commissioner's Office** (ICO) if you think we are not handling your data correctly

For further information on your rights see the **Information Commissioner's Office**

(ICO) website: www.ico.org.uk or contact the CTTC Data Protection Officer.

Data Protection Officer and Queries

For any queries about this Privacy Notice or about how we handle your personal data, or to access to your records, please contact the **CTTC Data Protection**

Officer, Mikel Krumins who oversees our compliance with this Privacy Notice.

Email: mikey@thecourtyard.org.uk

Tel: 0207 739 6868

Changes to this privacy notice

We reserve the right to update this privacy notice at any time. If there are substantial changes we will keep you informed

Your duty to inform us of changes



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It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.