

PRIVACY POLICY

DATE OF LAST REVIEW: 17 JUNE 2020

This privacy policy sets out how SCRIBBLE BOX PRODUCTIONS (SCRIBBLE BOX CREATIVE LTD) uses and protects any information with which you provide us.

SCRIBBLE BOX PRODUCTIONS is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you and/or your children can be identified then you can be assured that it will only be used in accordance with this privacy statement.

We will not sell, distribute or lease your personal information to any third parties at any time.

At Scribble Box we take your privacy seriously and we are committed to respecting and protecting your privacy. This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data, and keep it safe. It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

Please contact scribbleboxproductions@gmail.com for any issues, questions, requests regarding our privacy policy.

This policy is effective from **17th JUNE 2020**.

Who we are

Scribble Box Creative Limited trading as Scribble Box Productions (company number:12619526), is an arts education company specialising in filmmaking and performing arts classes and workshops in schools and outside of work. We work with children from the ages of 4-18. We also work with adults and community organisations too.

Scribble Box is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you and/or your children can be identified then you can be assured that it will only be used in accordance with this privacy statement.

We will not sell, distribute or lease your personal information to any third parties at any time.

You can contact us via our website, www.scribbleboxproductions.com by email, SBproductions@gmail.com. and by telephone, **0792500220**

What we collect

We may collect the following information:

- Personal and Contact Information (for example, name(s) of student(s) and name(s) of parent/guardian(s) and/or next of kin, home address, email and phone numbers)
- Demographic information such as, age/date of birth, postcode, preferences and interests
- Information relating to your child's education, specifically how and where they are educated and any special educational needs they may have
- Medical information, specifically, allergies, details of injuries and physiological limitations
- Personal data, or personal information, means any information about an individual that can identify them. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:
Identity Data includes your first name, maiden name, last name, title, date of birth, credit/debit card information, Contact Data includes your postal address, email address and telephone numbers.
- Where we need to collect personal information about you by law, or to fulfil our obligations to you and you fail to provide that information when requested, we may not be able to perform the contract we have or services we are trying to provide to you. In this case, we may have to stop providing you with the services, but we will notify you if this is the case at the time. For example, where you do not consent for your child to be recorded by Scribblebox, we will contact you and discuss whether we can continue providing the services under the contract.
- We collect your personal information by direct interactions with you. Mainly you will give us your Identity and Contact Data by filling in forms or by corresponding with us by post, phone and email.

What we do with the information we gather

We require this information to understand yours and your children's needs; to enrol you and/or your children for classes, examinations, festivals, competitions and shows; complete performance license and exemption from licensing applications; advise you of pertinent and relevant additional opportunities for you and/or your children, and to provide you with the best possible overall service and experience.

More specifically we require your data for the following reasons:

- Internal record keeping
- Finance administration, including sending invoices, reminders, statements and receipts
- Evaluation and improvement of our products and services
- Lesson planning to ensure good, safe and effective practice
- Notification of pertinent opportunities for you and/or your children to participate in enrichment workshops, festivals, shows and competitions and to promote special offers and/or other information, which we think you may find interesting and relevant
- To enter your children for examinations with established and internationally recognised awarding bodies with whom we hold membership. For this purpose it is necessary to share your data with the relevant awarding body for them to process and conduct examinations

- To obtain performance licenses and/or exemptions from licensing to enable you and/or your children to partake in performances. For this purpose it is necessary to share your data with the relevant local authority
- We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.
- To determine the appropriate retention period for personal information we consider
 - the amount, nature, sensitivity of the personal information,
 - the potential risk of harm from unauthorised use or disclosure of your personal information;
 - the purposes for which we process your personal information,
 - whether we can achieve those purposes through other means,
 - and the applicable legal requirements.

Your personal data stored on our database will be reviewed every six months and where appropriate we will delete your personal data.
- During Scribble Box film workshops we are unable to edit, retrieve or remove personal data, typically names (for credit purposes) and images, created for the Film and Arts Award module or other modules that involve filming and that have subsequently been published to websites and/or social media platforms.

MARKETING

We only use your personal information to administer your account and to provide you information on the products and services you have requested from us. From time to time we will also invite you to participate in surveys which help us to improve what we do. We will never sell, distribute or lease your personal information to third parties.

SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Where and how do we store

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information we consider

- the amount, nature, sensitivity of the personal information,
- the potential risk of harm from unauthorised use or disclosure of your personal information;
- the purposes for which we process your personal information, whether we can achieve those purposes through other means, and the applicable legal requirements.

HOW LONG WE RETAIN YOUR PERSONAL DATA

- We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.
To determine the appropriate retention period for personal information we consider
 - the amount, nature, sensitivity of the personal information,
 - the potential risk of harm from unauthorised use or disclosure of your personal information;
 - the purposes for which we process your personal information, - whether we can achieve those purposes through other means, - and the applicable legal requirements.
- Your personal data stored on our database will be reviewed every six months and where appropriate we will delete your personal data.
- If you have contacted us and have requested that we keep your personal data on file for the purposes of receiving information from us, for example, about new academies opening, we will ensure that we confirm with you each time we contact you, that you are happy for your personal data to be stored by us for contact only. If you choose not to proceed with registering with us, we will remove all your stored data after 6 months.

CONTROLLING YOUR PERSONAL INFORMATION

You may choose to restrict the collection or use of your personal information, specifically:

- You can choose whether or not you wish to receive information promoting products and/opportunities additional to those for which you and/or your children are enrolled
- If you have previously agreed to us using your personal information to advise you of additional opportunities you may change your mind at any time by contacting us
- We will keep your data for as long as you and/or your children remain active students Scribble Box. If you advise us, in writing, that you and/or your children wish to leave we will immediately delete any information we hold about you unless you specifically request otherwise or we believe the information may be relevant to any ongoing or prospective legal proceedings.
- Under the GDPR you have the right to request to view, amend and delete the information we have about you and/or your children at any time, just contact us and we will process your request
- If you believe that any information we are holding about you and/or your children is incorrect or incomplete please contact us as soon as possible. We will promptly correct any information found to be inaccurate

ACCESS TO INFORMATION

- Data Protection Legislation (GDPR) gives you right to access the information we hold about you. Your right of access can be exercised in accordance with Data Protection Legislation (GDPR). We will respond to any valid access request within 30 days (though if it is expected to take longer than 30 days, we will notify you and keep you updated on likely timescale) and we will make available your information in a format to be agreed. To obtain a copy of the personal information we hold about you please contact us in the manner set out at the end of this Privacy Notice.

ERASURE OR RECTIFICATION OF INFORMATION

- Data Protection Legislation (GDPR) gives you the right to ask us to erase information held about you if it is no longer necessary in relation to the purposes for which it was collected or processed. You also have the right to ask us to rectify inaccurate information we hold about you or to complete incomplete information about you.
- Your right of erasure and/or rectification can be exercised in accordance with Data Protection Legislation (GDPR). If you make a valid erasure or rectification request, we will take reasonable steps to erase or rectify your information so far as required by Data Protection Legislation (GDPR). However, Data Protection Legislation (GDPR) allows us to retain and continue processing your information in certain circumstances and if any of those circumstances apply we may continue to hold and process your information (in accordance with this Privacy Notice) despite your request for us to erase it. Such circumstances include (but may not be limited to) where our continued holding and/or processing of your information is necessary:
 - for exercising the right of freedom of expression and information;
 - for compliance with a legal obligation that requires processing of personal data by EU or member state law to which the controller is subject, or for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller;
 - for reasons of public interest in the area of public health;
 - for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes in so far as the erasure of the information would be likely to render impossible or seriously impair the achievement of the objectives of the archiving purposes in the public interest, or the scientific and historical research purposes or the statistical purposes, and for the establishment, exercise or defence of legal claims.

CHANGES TO OUR PRIVACY NOTICE AND YOUR DUTY TO INFORM US OF CHANGES

We will communicate to you any material changes to our Privacy Notice by posting to the addresses provided. This will ensure that you are always aware of the information we collect, how we use it and the circumstances under which we may disclose it.

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

Your right to withdraw your consent or complain

You have the right to withdraw from us your consent to process your personal data at any time. Please bear in mind that if you object, this may affect our ability to complete a contract which we have with you.

If you consider that we have failed to comply with this Privacy Notice and/or Data Protection Legislation in relation to the information which we hold or process, or you are not satisfied with our response, you have a right to make a complaint to the relevant UK supervisory authority for data protection issues at any time, which in the UK is the Information Commissioner's Office (ICO). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance in the manner which is set out at the end of the Privacy notice.

CONTACT

If you have any requests or queries concerning your personal information or any queries about our practices, You can contact us via our website, www.scribbleboxproductions.com by email, SBproductions@gmail.com. and by telephone, **0792500220**.