

# SoleStar Arts

## Privacy Policy - Data Protection

Revised May 2018

**SoleStar Arts** is committed to protecting your personal data and using it responsibly. We want to keep you updated with everything that is going on, whilst ensuring you remain in control of your personal data to respect your privacy.

We need to collect relevant personal data from you through an Enrolment Form before participation in activities with us. This is a requirement and is necessary for us to be a safe and responsible.

Personal data is collected by enrolment form (paper or electronic). All personal data, whether held electronically, or on paper, will be obtained, processed, transported and stored on a secure database, lawfully and correctly, in accordance with the safeguards contained in the Data Protection Act 2018 and will be used to perform necessary administrative purposes of your/your child's involvement in activities.

Your personal information will be used to communicate with you about further course activities, events, newsletters and promotions that are relevant to you.

Your data will not be shared with any third party and we would not do so without your specific consent.

You may request details of personal information that we hold about you under the Data Protection Act 2018 and GDPR. If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible, at [info@solestar.co.uk](mailto:info@solestar.co.uk). Please inform us as soon as possible of any changes to your data.

You can request to view, amend or remove your personal or sensitive data held by SoleStar Arts at anytime, by sending an email to [info@solestar.co.uk](mailto:info@solestar.co.uk).

Data will be held for the duration of the membership, and for a maximum of 2 years after inactivity.