

Limepalm Limited Data Protection Policy

Personal Data Collection

When your child attends one of Limepalm Limited's (hereafter 'Limepalm') drama courses, you will complete a registration form which will include your name and contact details as well as those of your children. In addition to this you will provide Limepalm with their dates of birth and details of any medical conditions they have.

Limepalm may also collect personal information related to staff recruitment activities (such as CVs) and will also store personal data related to payroll and pension requirements.

Personal Data Sharing

Limepalm will only share personal information as required when submitting applications for LAMDA exams. For those children attending after-school clubs, Limepalm will also share your child's full name with the relevant school. Limepalm will not sell, share or divulge personal information with any other organisation.

Personal Data Security

Limepalm recognises the value of the personal data it holds and takes all relevant steps to secure the information in its possession. Limepalm complies with all relevant data protection legislation (currently the Data Protection Act 2018 and the Privacy & Electronic Communications Regulation 2003).

Contact

Limepalm may contact you by email with information related to the session your child attends or to provide information about future sessions. You will always have the right to opt out of any electronic communication.

Your Rights

You have the right to request to see the information Limepalm holds regarding you and your children. You have the right for this information to be deleted or amended at any time.

Please submit any requests to limepalmproductions@gmail.com Limepalm will reply within 30 days.

Data Retention / Loss

Limepalm will only retain personal data while your child attends drama sessions and / or to meet statutory reporting requirements.

If any of your personal information is lost or stolen, you will be advised as soon as possible. Limepalm is also required to report the loss of personal information to the Information Commissioners Office within 72 hours of the discovery of a breach.

Limepalm is registered with the Information Commissioners Office as a Data Controller.

Further Action

If you are not satisfied with any of the actions undertaken by Limepalm, you have the right to contact the ICO and ask them to investigate.

Further information can be found on the ICO website: <https://ico.org.uk/concerns/>