

# Online Data Protection Policy

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## BRITISH AMERICAN DRAMA ACADEMY

Registered charity: 291796.  
Company limited by guarantee registered  
in England & Wales. Reg No. 1828640.

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The purpose of this policy is to ensure that anyone applying to participate on programs offered by BADA or who works for BADA, either full time or as a contractor is fully aware of the information we collect, how we use it and under what circumstances we disclose it. The policy operates in conjunction with BADA's Data Protection Policy and Confidentiality Policy.

By using BADA's website and its online application forms, you consent to the collection and use of your personal data by BADA in the manner set out in these policies.

If you are under 18, you may apply for an audition only with the involvement of a parent or guardian.

- ▶ BADA receives and stores any information you enter on our website or application portals. This information is used to update and maintain your records as well as to process payments. BADA shares applicant information only with Sarah Lawrence College and American Friends of BADA (afbada.org) and no other third parties.
- ▶ BADA's database is hosted by NeonOne. You can read their privacy policy here: <https://neonone.com/privacypolicy/>
- ▶ Please note that information provided to BADA in using any application form will be transferred outside the European Economic Area for the purposes of processing by BADA and American Friends of BADA and in order to maintain your records, as permitted by the applicable laws on data protection. By using BADA's website and its online application forms, you consent to this transfer.
- ▶ We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable customer information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you.

BADA ensures the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input.

During the online payment process only the last four digits of your credit card numbers when confirming an order will be revealed but BADA transmits the entire credit card number to the appropriate credit card company during order processing.

If you do not wish to have your information stored on BADA's database, or have any concerns about BADA's confidentiality policy, please notify the Facilities and Compliance Manager.