



# British American Drama Academy Data Privacy Notice

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*British American Drama Academy. Registered Charity No. 291796.  
Company limited by guarantee, registered in England & Wales, No. 1828640.*

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## DATA PRIVACY NOTICE

### British American Drama Academy (BADA)

#### 1. Your Personal Data

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

#### 2. BADA’s Approach

BADA and its staff are committed to protecting the privacy of its students, employees, faculty and all contacts. This privacy notice explains how we process the personal information we collect; how we safeguard your personal information and how you can instruct us if you prefer to limit the use of this information.

#### 3. The Information we may collect and how we use it

BADA complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We store or otherwise process your personal data in accordance with terms of this notice including but not limited to name, postal address, e-mail address, telephone number and any other personal data collected on a form or website registration.

What we may collect:

- Information you put into forms or surveys on our website or partner portals at any time
- A record of any correspondence between us
- Details of transactions you carry out through our site or partner portals.
- Details of your visits to our website and the resources you use
- Details of employees, freelance, staff, applicants, potential students, current students, alumni, sponsors, donors, trustees, colleges and high schools and suppliers.
- Visa and Immigration status information

We will only process your personal data in accordance with applicable law for the following purposes:

- To enable us to deliver the core programmes to our student body;
- To fulfil BADA’s legal requirement as a Tier 4 Sponsor;
- To administer student and alumni records;
- To fundraise and promote the interests of the charity;
- To manage our employees;
- To administer recruitment of new employees, students, faculty and other contractors;
- To maintain our own accounts and records (including the processing of donations);
- To inform you of news, events, activities taking place within BADA’s Network.

#### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities, programmes and process your applications, donations and ticket and event sales.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing necessary for carrying out obligations as a Tier 4 Sponsor by the Home Office and UK Visas and Immigrations.
- Processing is necessary for carrying obligations as a registered charity.
- Processing is necessary for the fulfillment of contractual agreements made between BADA and it's students, employees. contractors and suppliers.

#### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with third parties in order to process the application form or payment of a transaction.

#### 6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in BADA's Data Protection Policy and Data Retention Policy which is available from BADA website and Main Office.

#### 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which BADA holds about you;
- The right to request that the BADA corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for BADA to retain such data;
- The right to withdraw your consent to the processing at any time.
- The right to request that BADA provide the data subject with their personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioner's Office.

#### 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

Please contact BADA if you have any questions about our Data Privacy Notice or the information we hold on you:

By email - [info@bada.org.uk](mailto:info@bada.org.uk)

or write to us at British American Drama Academy, 14 Gloucester Gate, London, NW1 4HG.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/>

or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.