

Limitless Arts – Privacy Policy

At Limitless Arts, we are committed to protecting your privacy and handling all personal information in accordance with data protection laws (such as the UK GDPR and Data Protection Act 2018). This policy outlines how we collect, use, and protect the information you provide when enrolling in our SEND Performing Arts classes.

1. What Information We Collect

When you register a student, we may collect the following personal information:

- Student's full name and date of birth
 - Parent/guardian contact information (name, phone number, email address)
 - Emergency contact details
 - Medical information or additional needs relevant to the student's safety and support
 - Media consent preferences (photo/video permissions)
 - Attendance records and payment details
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2. Why We Collect This Information

We collect this information to:

- Provide safe, inclusive, and appropriate performing arts classes
 - Communicate with parents/guardians about classes, changes, or emergencies
 - Manage class registers, bookings, and payments
 - Comply with safeguarding responsibilities
 - Only use media (photos/videos) for promotional purposes if consent is given
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3. How We Store Your Data

- Information is stored securely on password-protected systems (such as Google Forms and Sheets).
 - Physical forms (if used) are kept in a locked location and only accessed by the teacher or approved staff.
 - Only individuals directly involved in the administration of Limitless Arts have access to your data.
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4. Sharing Your Information

We will **never sell or share your personal information** with third parties for marketing. Your information may only be shared:

- In a medical emergency, with relevant healthcare providers
 - If required by law or safeguarding authorities
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5. Media & Photography

We will only use photos or videos of students if **explicit consent** has been given by the parent/guardian. You may withdraw this consent at any time by contacting us.


6. Your Rights

You have the right to:

- Request a copy of the information we hold about you or your child
 - Ask us to correct or delete your data
 - Withdraw consent for media use or communication
 - Make a complaint to the Information Commissioner's Office (ICO) if you believe your data has been misused
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7. Contact Us

If you have any questions or would like to access or update your information, please contact:

 **Fran** – franlimitless@gmail.com

 Limitless Arts

This privacy policy will be reviewed annually and updated as necessary to stay compliant with regulations and best practice.