

Privacy Policy

KAM Performing Arts Academy CIC

Last updated: 16/09/2025

KAM Performing Arts Academy CIC (“we”, “our”, “us”) is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information when you engage with our classes, workshops, events, or visit our website.

1. Who we are

KAM Performing Arts Academy CIC is a community interest company providing inclusive performing arts training for children and adults.

- **Registered Office:** 28 Russet Road, Cheltenham, GL51 7LW
- **Company Number:** 16371156
- **Contact Email:** kamperformingarts@gmail.com

2. Information we collect

We may collect and process the following personal data:

- **Parents/Guardians & Students:** Name, address, phone number, email address, emergency contact details, medical/health information (where relevant for safeguarding and participation).
 - **Payment details:** Only as required to process fees (handled securely via [insert payment provider]).
 - **Website use:** IP address, browser type, and usage data via cookies (where applicable).
 - **Photos & videos:** Only with explicit consent, used for marketing, promotional materials, or social media.
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3. How we use your information

We use your personal data to:

- Provide and manage classes, workshops, and events.
- Communicate important updates, schedules, or changes.
- Ensure the safety and wellbeing of participants.
- Process payments and maintain financial records.
- Comply with legal obligations, including safeguarding.
- Share promotional content (only with consent).

4. Legal basis for processing

We process your personal data under one or more of the following lawful bases:

- **Contract:** To deliver the services you have booked.
- **Legal obligation:** For safeguarding, health & safety, and financial reporting.
- **Consent:** For photos, videos, and marketing communications.
- **Legitimate interest:** To keep you informed about relevant classes and workshops.

5. Sharing your information

We will never sell your data. We may share information with:

- Payment processors (e.g. Stripe, PayPal, bank providers).
- IT service providers who help us manage data securely.
- Emergency services, if required for safeguarding.
- Regulators, where legally required.

6. How we store your information

We store personal data securely, and only for as long as necessary:

- Student records: Kept for the duration of enrolment + 3 years.
- Financial records: Kept for 7 years, in line with HMRC requirements.
- Photos/videos: Stored until consent is withdrawn.

7. Your rights

Under UK GDPR, you have the right to:

- Access the data we hold about you.
- Request correction of inaccurate data.
- Request deletion of your data (where legally possible).
- Restrict or object to processing.
- Withdraw consent at any time (e.g. for photos or marketing).

Requests can be made by emailing kamperformingarts@gmail.com. We will respond within one month.

8. Cookies (website users)

Our website may use cookies to improve your browsing experience. You can control cookie settings through your browser.

9. Changes to this policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website and communicated where appropriate.

10. Contact us

If you have questions about this Privacy Policy or how your data is handled, please contact us:

KAM Performing Arts Academy CIC

Email: kamperformingarts@gmail.com

Address: 28 Russet Road, Cheltenham GL51 7LW

If you are not satisfied, you can also complain to the **Information Commissioner's Office (ICO)**: www.ico.org.uk.