



Helen O'Grady/Drama Kids

Helen O'Grady (CI) Limited/Drama Kids is a subsidiary of Trafalgar Entertainment Group Limited. Helen O'Grady (CI) Limited is a data controller of any personal data it collects and holds about you. Helen O'Grady (CI) Limited is referred to as "we", "us" and "our" in this privacy notice. We are a company registered in England and Wales under company number FC040556. We are registered on the Information Commissioner's Office Register; registration number ZA544651.

Address: 4 Western Row, Worthing, BN11 3LS

Data Protection Officer's Email: dpo@trafalgareducation.com

Introduction

The purpose of this Privacy Notice is to explain how we will use any personal data we collect about you, the rights you have over any personal data we hold about you, and to tell you about the policies and procedures that we have in place to respect your privacy and keep your personal data secure.

We reserve the right to change this Privacy Notice from time to time. Any such changes will be posted on this page so that we can keep you informed about how we process your personal data. If significant changes take place, we will also contact you directly via email.

How we obtain your personal data

Most of the personal data we hold about you is provided directly from you through the following activities:

- Browsing our website
- Buying or using our products/services
- Contacting us through a variety of channels, including via telephone, website enquiries and social media
- Taking part in surveys

We also collect information from:

- Business partners who sell our products/services on our behalf, such as re-sellers
- Credit agencies
- Business directories
- Organisations which we have acquired where you were a customer
- Suppliers which are involved in the management of your products/services
- Organisations that you have given permission to share information about you

The types of personal data we process

The information we collect about you may vary depending on the products/services you use. The types of personal data we process may include:

- Your name, date of birth, gender, address, and contact details, including email address and telephone number
- Your account information such as account numbers, products and services you use and marketing preferences
- Your communications with us, including email, calls which are recorded and social media interactions
- Your credit or debit card information and information for payments
- Imagery, such as videography and photography.
- Student's names, ages, date of birth, address and emergency contact details
- Medical/access information for students/Access requirements

How we will use your personal data and the legal basis for using that personal data

We will process personal data about you under the following legal bases:

We may also rely on consent to send marketing material to you via email, SMS or over the telephone.