



Rhubarb Speech and Drama Data protection and Privacy Policy 2020.

Date of Last Policy Review: 26.06.20

This policy is reviewed every two years.

Our Commitment

Rhubarb is committed to protecting and respecting your personal data and privacy. This policy explains when and why we collect personal information about users of our services and how that information is stored.

How do we Collect information from you?

Rhubarb collects data from its users when they sign a Rhubarb class Registration form prior to the use of our services.

Our website does not store any personal identifiable information.

What type of information is collected from you?

Our registration form collects the following information;

- Participants Name.
- Participants date of birth.
- Participants Address.
- Name of parent / Guardian and their email address.
- Two emergency contacts.
- Photograph consent.
- Emergency medical information.
- Consent to share Participants Name, D.O.B and Postcode with LAMDA to enable us to submit and register them for examinations.

How is your information used?

The given email address is used for correspondence regarding classes; Newsletters, term dates and timetables.

- The Participants name is included in the class register to track attendance.
- On completion of a registration form, any medical information given is used to determine whether any considerations need to be made in class to keep that participant safe and to determine whether any personalised medical plans need to be made.
- Emergency contact information, is only used only in the event of a medical emergency.

Please note that you can unsubscribe from these emails at any point by emailing company director Charlotte; charlotte@rhubarb-drama.co.uk

LAMDA – Consent to share information.

As part of the LAMDA Examinations registration process will need to submit your Child's Name, date of Birth and Postcode to enable students to take their LAMDA exams. LAMDA holds this information on a secure database in accordance with data protection legislation. Your written consent will be needed to be able to do this; this is gathered on our Registration form.

Third Parties

Rhubarb does not share any of your personal information with any third parties (excluding Lamda, which we will have received previous written consent for).

How is your information stored?

Information gathered from our registration forms are stored on a computer database securely in line with GDPR regulations and are not passed on to any third parties.

Class registers only list the Participants first name, (not surname) Emergency contact information and details of any medical conditions.

Only class teachers have access to class registers, these are stored securely in a closed folder which are brought to each lesson, registers are shredded at the end of each term.

Information gathered from registration forms are held until we have received notification that the participant will not be returning to Rhubarb's classes/services. They are then permanently destroyed. If the participant chooses to attend our classes again in future, a new registration form must be completed.