

## Privacy Policy

### Data protection consent

The Data Protection Act 1998 (**DPA**) and General Data Protection Regulation (**GDPR**) (EU) 2016/679 describe how organisations, including ours, must collect, handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. CCTV is used by San-Marie for the personal safety of all of its members and visitors. Such recordings are held in a secure location and are overwritten on a regular basis in accordance with GDPR Guidelines.

All your personal data will be stored securely and used only for the purposes for which it was obtained.

Personal information held by San-Marie Stage School will be used for our purposes only. However, from time to time, data will need to be disclosed to third parties for specific reasons or to comply with legal obligations. For example, this may include examination boards or Essex County Council.