



## JP ACADEMY

45-56 Bridge Street, High Wycombe, Bucks HP11 2EL

Tel: 01494 510597

Email: [info@jpacademy.co.uk](mailto:info@jpacademy.co.uk)

# PRIVACY POLICY 2018

JP Academy provides courses for 16 – 18 year olds in the form of a Two Year BTEC Level 3 National Extended Diploma Course. It also provides a Gap Year Course for 18+ to improve skills, for students who wish to go on to further training or to go straight into the Performing Arts Industry. Productions take place in Theatres, Halls etc., which are open to the public. For the purpose of assessment documentation, videos/recordings are taken and archived.

We are compliant with the new GDPR, in force from 25<sup>th</sup> May 2018, and ensure that we protect the students', and any of their parents', data accordingly. Our Privacy Policy has been written in order that young people can understand what information we hold and how we use this information.

We take your privacy seriously and so the only data we keep is what's necessary for us to conduct our courses effectively and to provide any additional help required to individual students. We will never sell your information, but we may have to share some information with other professional bodies. For example, the external assessment bodies, who validate our courses.

The data is collected via Application Forms, and is kept until after the auditions and places have been offered. For those candidates not offered places, their forms are destroyed immediately; for those who accept their offered places, their data goes onto their Registration Forms. The students also are required to register with the External Examining Body and the institution(s) through which we subcontract, who are also GDPR compliant. All data is kept securely locked away and our computer data securely protected. As an organisation, we are required to keep data and student work for three years before it can be destroyed. Safeguarding records are required to be maintained for seven years AFTER the student has left our course(s). We will check with you, after this period of time, whether or not you would like us to keep your contact details in order to keep you updated on news of the Academy or any potential professional work available. If you don't wish us to keep these details, they will be deleted at that time.

All Academy students are able to join our Agency, JPA YOUNG PERFORMERS (some transfer from our children's agency and others join when they join the Academy). You will be asked for extra data, such as your individual skill set and bank details for any professional job payments made during your time with the Agency. These details will be kept indefinitely, in order for us to fulfil our obligations, i.e. making payments as per the original contracts (payments of residuals, repeat fees, etc.). Data collected may be shared with casting directors, productions companies, lawyers who may need to arrange contracts, etc. We will always hold a meeting for you and your parents, to further explain how the casting process works, at which point you will be asked to sign an Agency Agreement confirming details, if you wish to join the Agency.



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For more information regarding data collected by JPA YOUNG PERFORMERS AGENCY please go to the JPA ASSOCIATES website (<http://jpaassociates.co.uk>) for its Privacy Policy.

JP Academy has a Safe Guarding Policy in place and our staff are fully trained and attend courses regularly to keep up to date with regulations. Marylyn Phillips is the Data Controller and you can contact her at [agent@jpaassociates.co.uk](mailto:agent@jpaassociates.co.uk). Sara Lawson and Rebecca Sachdev are the Data Processors and can be contacted on [info@jpacademy.co.uk](mailto:info@jpacademy.co.uk).