

# Privacy Policy

**Effective Date:** 07.12.2024

## Introduction

International British Theatre School Ltd ("IBTS Ltd," "we," "our," or "us") values your privacy. This Privacy Policy explains how we collect, use, and protect your personal information when you visit our website, interact with us, or use our services.

By accessing our services, you consent to the practices described in this policy.

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## 1. Information We Collect

We may collect the following types of personal data:

### 1.1 Information You Provide to Us

- Name, email address, phone number, and mailing address.
- Payment details when you register for services or workshops.
- Details of students, including names, ages, and interests (if applicable).

### 1.2 Automatically Collected Information

- IP address, browser type, and device information.
- Usage data such as pages visited and time spent on our site.

### 1.3 Cookies and Tracking Technologies

- Cookies to enhance your browsing experience. See our Cookie Policy for more information.
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## 2. How We Use Your Information

We use your data for the following purposes:

- To provide and manage our services, including workshops, performances, and educational materials.
- To communicate with you regarding bookings, updates, and customer support.
- To process payments and manage billing.
- To comply with legal obligations.
- To improve our website and services through analytics.

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### 3. Legal Bases for Processing (EU/UK GDPR)

We process your data under the following legal bases:

- **Performance of a Contract:** To deliver our services.
- **Consent:** For optional services like marketing emails.
- **Legal Obligations:** To meet regulatory requirements.
- **Legitimate Interests:** For business operations and service improvements.

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### 4. Sharing Your Information

We may share your data with:

- **Service Providers:** For payment processing, IT support, and marketing services.
- **Legal Authorities:** If required by law or to protect our rights.
- **Affiliated Partners:** When collaborating on events or workshops.

We will never sell your data to third parties.

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### 5. International Data Transfers

If you are outside the UK, your data may be transferred to the UK or other countries where we operate. We ensure appropriate safeguards are in place for such transfers.

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### 6. Data Retention

We retain your personal data only as long as necessary for the purposes outlined in this policy, or as required by law.

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### 7. Your Rights

Depending on your location, you may have the following rights:

- Access your data and request a copy.
- Rectify inaccurate or incomplete data.
- Request deletion of your data ("right to be forgotten").

- Object to or restrict processing.
- Withdraw consent for marketing.

To exercise your rights, contact us at [info@britishtheatreschool.com](mailto:info@britishtheatreschool.com)

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## 8. Data Security

We implement robust measures to protect your data, including encryption, secure servers, and regular audits. However, no method of transmission over the Internet is 100% secure.

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## 9. Cookies

We use cookies to personalize your experience and analyze website traffic. For details, see our Cookie Policy.

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## 10. Updates to This Policy

We may update this Privacy Policy periodically. Changes will be posted on this page with an updated effective date.

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## 11. Contact Us

If you have questions or concerns about this Privacy Policy, please contact us:

**International British Theatre School Ltd**

Email: [info@britishtheatreschool.com](mailto:info@britishtheatreschool.com)

Phone: +447707360192

Address: International house, 61 Mosley street, Manchester, M2 3HZ