



DATA PROTECTION (GDPR) POLICY

Policy & Procedure Document

DOCUMENT REF
YA-POL-04

VERSION
v1.0 (2026)

ISSUED
17 Apr 2026

NEXT REVIEW
17 Apr 2027

Yates Academy takes the privacy and protection of personal data seriously. This policy explains what we collect, why, how long we keep it, who we share it with, and your rights as a data subject. It reflects our obligations under the UK GDPR and the Data Protection Act 2018.

1. Who We Are

Yates Academy is the data controller for the personal information we collect and process. Our registered contact for data protection matters is the Principal, Taylor Yates.

Data Controller	Yates Academy Ltd
Registered address	2a Central Avenue, Welling, London, DA16 3AY
Company number	15733776 (registered in England & Wales)
ICO registration	Registration reference available on request
Data Protection contact	info@yatesacademy.co.uk

2. What We Collect and Why

Category	Examples	Purpose	Lawful basis
Identity & contact	Name, date of birth, address, email, phone	Enrolment, communication, emergency contact	Contract; legitimate interests
Learning records	Assessment marks, attendance, feedback	Delivering and evaluating training	Contract; legitimate interests
Health & accessibility	Injuries, medical conditions, reasonable adjustments	Protecting health and providing adjustments	Vital interests; explicit consent; substantial public interest
Safeguarding	Concerns, disclosures, actions taken	Protecting learners from harm	Legal obligation; vital interests
Financial	Fees, payment details, invoices	Managing fee payments	Contract; legal obligation
Image & media	Photos, video and audio recordings	Marketing, performance archive, social media	Consent (can be withdrawn)
Marketing	Mailing list, prospective-student enquiries	Sending updates you have asked for	Consent (opt-in)

3. How We Collect Data

- Directly from you – enrolment forms, auditions, lessons, emails, our website.
- From parents or guardians for learners under 18.
- From referrers (for example, referral partners, previous teachers) where you have consented.

- Through our website via cookies and analytics (see our Cookie Notice).

4. Sharing Your Data

We share personal data only where necessary, with:

- Awarding bodies or external verifiers in connection with your qualification.
- Safeguarding authorities where there is a legal duty.
- Insurers and legal advisors where required.
- Trusted service providers (payments, email, cloud storage) bound by written agreements.
- HMRC and other regulators where required by law.

We do not sell personal data. Transfers outside the UK happen only where an adequate safeguard is in place (for example, UK adequacy regulations or Standard Contractual Clauses).

5. How Long We Keep Data

Category	Retention period
Enrolment and learning records	7 years after course completion
Safeguarding records	Until learner's 25th birthday, or longer as required by statutory guidance
Financial records	6 years (HMRC requirement)
Marketing consent	Until consent is withdrawn
Images and recordings	As long as the consent remains valid; learners may request removal at any time
CCTV (if in use)	30 days unless required for an incident

6. How We Keep Data Secure

- Access is limited to staff who need it.
- Systems are password-protected; multi-factor authentication is used on administrator accounts.
- Paper records are stored in locked filing.
- Laptops and devices are encrypted.
- We review suppliers' security annually.
- Any suspected breach is investigated and reported to the ICO within 72 hours where required.

7. Your Rights

Under UK GDPR you have the right to:

- Be informed about how your data is used.

- Access the personal data we hold about you (Subject Access Request).
- Have inaccurate data corrected.
- Ask us to delete your data where no overriding reason exists to keep it.
- Restrict or object to certain processing.
- Data portability for data you provided.
- Withdraw consent at any time where consent is the lawful basis.
- Complain to the Information Commissioner's Office (ICO).

To exercise any of these rights, please email the Principal at info@yatesacademy.co.uk. We aim to respond within one calendar month.

8. Children and Young People

Where a learner is under 13, we obtain consent from a parent or guardian for any processing based on consent. From age 13 we seek the learner's own consent where appropriate and in line with statutory guidance. Parental or guardian consent is obtained alongside for learners who are minors.

9. Marketing, Photography and Social Media

We photograph and film classes, rehearsals and performances for teaching feedback, marketing and archive purposes. A separate Media Consent Form is completed at enrolment, and consent can be withdrawn at any time. We will not knowingly identify minors by full name alongside their image.

10. Cookies and Website Analytics

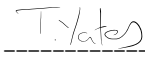
Our website uses essential cookies and, with your consent, analytics cookies to improve the visitor experience. Full details are provided in our Cookie Notice on yatesacademy.co.uk.

11. Complaints

If you are unhappy with how we have handled your data, please contact us first at info@yatesacademy.co.uk. You may also complain directly to the Information Commissioner's Office – ico.org.uk / 0303 123 1113.

12. Review

This policy is reviewed annually and whenever there is a significant change in the law, regulatory guidance or our processing activities.

Approved by:	Taylor Yates
Position:	Director & Principal, Yates Academy
Signature:	 -----
Date:	17 April 2026



For any questions regarding this policy, please contact us at info@yatesacademy.co.uk. Yates Academy Ltd is a private limited company registered in England & Wales (company no. 15733776), registered office 2a Central Avenue, Welling, London, DA16 3AY.