

# **Privacy Policy**

## **Act One Beginners Drama School**

### **1. Introduction**

Act One Beginners Drama School (“we,” “our,” “us”) values your privacy. This Privacy Policy explains how we collect, use, and safeguard personal information shared through our Facebook page. By engaging with our Facebook content, you agree to the practices described below.

### **2. Information We Collect**

1. Information you share publicly on our Facebook page (comments, messages, likes).
2. Information you send privately via Facebook Messenger (e.g., inquiries about classes, enrollment details).
3. Basic Facebook profile information visible under your account settings.

### **3. How We Use Information**

1. To respond to inquiries and provide information about our classes and events.
2. To share updates, schedules, and school news.
3. To improve communication and understand audience engagement.

### **4. Data Sharing**

1. We do not sell or rent your personal information.
2. Information may be shared with staff or service providers only as needed for class administration.
3. Facebook also collects and processes your information independently under its own Privacy Policy.

### **5. Data Security**

We take reasonable measures to protect information but cannot guarantee the security of data shared via Facebook, as it is a third-party platform.

## **6. Your Rights**

You may:

1. Adjust your Facebook privacy settings to control what you share.
2. Request that we delete private messages or personal information you provided directly.

## **7. Contact**

If you have questions about this Privacy Policy, contact us at:

**Act One Beginners Drama School**

Email: [office@actonebeginners.co.uk](mailto:office@actonebeginners.co.uk)