



PRIVACY POLICY

This Privacy Policy sets out how we, The British Academy of Stage and Screen Combat (BASSC), obtain, store and use your personal information. Please read this Privacy Policy carefully.

The BASSC is taking changes in Data Protection Register seriously, and are working hard to ensure that our actions and procedures meet new standards of GDPR. This Privacy Policy is effective from 25th May 2018 and was revised June 2021.

Companies House

The BASSC is a private company limited by guarantee, first registered with Companies House on 28th May 2021. The Company number is 13426087 and the registered address is C/O Sedulo, 505 Albert House, 256 - 260 Old Street, London EC1V 9DD.

The British Academy of Stage and Screen Combat is a trading name of the BASSC and may be used in written correspondence, digital media, etc.

Information on the BASSC as a business and its governance is registered electronically at Companies House <https://find-and-update.company-information.service.gov.uk/company/13426087> and is as follows:

- The company name
- The registered office
- The directors of the BASSC
- The Articles of Association that outlines the rules and restrictions relating to the way the company as a business is governed, operated, and owned.
- The annual accounts which the BASSC must file with Companies House on a specified accounting date.

The Register of Company members, the members of the Executive Committee, is held at the Registered Office of the company.

Summary

- As we are a teaching body, it is important to us to keep a track record of the courses led and examined by us, and of the students we have taught in the past. Over the past twenty-eight years we have examined thousands of students, and trained dozens of Certified Teachers. The majority of the data we have collected is closely connected to previous Fight Performance Exams and Teacher Training Programmes. **We do not share any of our teacher and student data with any third parties without your explicit consent.** If you would like to get in touch with us regarding this Privacy Policy, please contact our President, Janet Lawson at President@BASSC.org.

Students

- After every examination takes place, we collect and store an electronic copy of the Fight Performance Exam (FPE) Result sheet outlining: date and place of the exam, teacher and examiner names, number of students, weapons taught, student names and the result of their exam. All student data is transferred to a password-protected database located on a private server.
- After receiving a certification in any weapon system, and achieving either a Student (1 weapon) or Actor/Combatant (2 or more weapons) qualification, all students are entitled to have a listing on our website (<https://www.bassc.org/actor-combatants>), outlining such information such as their name, their current certifications and their membership status, if any. This information will remain on the website until all of the certifications expire. It is a student's right to have their name and details removed from the website, and they should contact the Actor/Combatant and Student Representatives at actorrep1@bassc.org or actorrep2@bassc.org should they wish to do so.
- We may also collect data relevant to workshops undertaken by students, such as workshop bookings, attendance, photographic licence and waiver forms and health waivers. Such data is disposed of after the workshop is finished.
- In the past, all our FPE input used to be automated through our previous website, and we required student email addresses in order to ensure that they were registered for their FPE. After our move to the new website, only such students who wish to disclose their email addresses to us do so. It is our responsibility to ensure that all students are aware of our Privacy Policy.
- If no Examiner is available to adjudicate a Fight Performance Exam in person, then a video examination will take place. In such cases, the video remains with the Examiner for up to 30 days to allow the adjudication to take place and is deleted once that is completed.

- We may retain videos of Fight Performance Exams from the British National Stage Combat Workshop for internal training of BASSC teachers and examiners. We also take photographs and videos at BASSC workshops for advertising and marketing purposes. In both of these circumstances we ensure that all students recorded or photographed give written approval of their image being taken and used by signing a waiver prior to commencement of the workshop. Any individual has a right to refuse to give consent to the use of photographs and/or videos containing their image and/or performance for BASSC Purposes. The waivers remain in our possession for as long as the photos and videos are being used.
- Only members of the Executive Committee have access to our student database. The database password is changed every time any member of the Executive Committee leaves office.
- All past students have a right to access their records. To do so, they should contact their Representatives at actorrep1@bassc.org or actorrep2@bassc.org
- All past students have a right to have their records deleted from BASSC. Please, be aware that this process is irreversible, and we would like any student who wishes to have their record irrevocably deleted to make sure they have a physical copy of all their FPE Certificates for their own reference. Should they wish to have their record deleted, they should contact our President at president@bassc.org

Members

- As part of our new membership policy, you may only become a member of the BASSC after you have passed at least your first FPE. You do not have to become a member at this point but, in order to join, you will need to complete the membership application form which will ask you to confirm:
 - Your name and email address
 - The date, name of the teacher and the weapon(s) you have passed in your Fight Performance Exam(s)
 - That you have read and signed up to the BASSC Code of Conduct
 - That you are eighteen years in age or over
- Payment of the annual fee, which can be made by PayPal or BACS payment and is due each year on 1st June. This can be made through a secure payment page on our website or directly through your own bank.

- The BASSC Code of Conduct is available to read on the documents page on the BASSC website at the following link: <https://www.bassc.org/documents>. A copy to read and sign will be sent out with the membership application form for those wishing to become BASSC members and must be returned with the completed application form.
- The above information will be held on our secure members database so that we have a record that you meet our requirements for membership. If you wish to remain as a student member of the BASSC, you will need to re-confirm this information each year when you renew your membership.
- You may remain a member as long as you have at least one FPE weapon certification current. Once all your certifications have lapsed then you will not be eligible to be a member unless you either renew a certification or pass a further FPE.
- We use our members' contact details (email address only), in order to communicate with them news within our academy, send them newsletters, inform them of new courses, and contact them should we need to obtain additional information. We will also send out reminders when they are due to renew their registration. It is henceforth our responsibility to make sure that our members are aware of our Privacy Policy.

Certified Teachers

- In order to ensure that all our Certified Teachers perform to a high standard, we deem it necessary to keep a record of the following: proof of their membership; record of their attendance of the Teacher Training Programme and Teacher Certification Workshops; proof of their current First Aid Certificate; Mental Health First Aid training, a record of Fight Performance Exams taught by them and any other information set as a requirement for renewal of membership. We cannot amend this information however, any CT has a right to access their personal record, and should contact CT Representative at ctrep@bassc.org in order to do so.
- All the above-stated data is stored securely, and is under no circumstances shared outside of the BASSC Executive Committee.
- We keep a record of Certified Teachers' email addresses in order to keep in contact with them, as well as such information as provided by them for the Certified Teachers' section of the website (<http://bassc.org/teachers>). This information can be edited on request. Should they wish to do so, they should contact their CT Representative at ctrep@bassc.org.
- Any Certified Teacher has a right to have their above-stated data removed. However, as the BASSC treats this data as integral to the position of Certified Teacher, erasure of such data would lead to the position within the BASSC being revoked.

- We keep a record of the above information regarding BASSC past Certified Teachers. Should they wish their information deleted from our records after leaving the BASSC, they should contact their CT Representative at ctrep@bassc.org in order to do so.

Master Teachers

- In order to ensure that all our Master Teachers have their Teacher Certification, we deem it necessary to keep a record of the following: proof of their membership; record of their attendance of the Teacher Training Programme and Teacher Certification Workshops, where applicable; proof of their current First Aid Certificate, Mental Health First Aid training and a record of Fight Performance Exams taught by them and any other information set as a requirement for renewal of membership.
- We keep a record of requirements fulfilled by Certified Teachers in order to become Master Teachers, as outlined in Section 6.2 of the BASSC Policies & Procedures. Any Master Teacher wishing to access their record has a right to do so and should contact their MT Representative at mtrep@bassc.org in order to do so.
- All the above-stated data is stored securely, and is under no circumstances shared outside of the BASSC Executive Committee.
- Any Master Teacher has a right to have their above stated data removed. However, as the BASSC treats this data as integral to the position of Master Teacher, erasure of such data would lead to the position within BASSC being revoked.
- We keep a record of Master Teachers' email addresses in order to keep in contact with them, as well as such information as provided by them for the Master Teachers' section of the website (<http://bassc.org/teachers>). This information can be edited at request. Should they wish to do so, they should contact their MT Representative at mtrep@bassc.org.

Executive Committee

- We are a committee-led organisation, and henceforth are dedicated to ensuring that all sensitive data is only accessible by the parties in charge of it.
- We take any report of data misuse by any past or present Executive Committee members seriously. It is considered a Grievance against the BASSC to misuse data, personal or otherwise, of any past or present Member, Student or Teacher.
- We keep Minutes of all past Executive Committee meetings. These record the place and time of the meeting, parties involved and an account of the

discussion that took place at any given meeting. Minutes are treated as confidential to anyone outside of the BASSC.

- Members can gain access to Minutes by contacting the Secretary at secretary@bassc.org. Certain information such as EC members' personal addresses used as the venue for the meeting and commercially-sensitive financial information will be redacted prior to release.
- We treat Minutes as matter-of-fact data and, at the following meeting, they are reviewed and agreed by the EC as an accurate account of the meeting, however, should any party who was present at the meeting disagree with the account of events depicted in the Minutes, it is their right to do so and they should contact Secretary at secretary@bassc.org in order to lodge a record of the disagreement.

Mailing Lists

- While we have a record of past students' email addresses, we keep them for reference only, and do not use them for any marketing purposes, or to send any communications, unless they are a Member of BASSC, or have subscribed to our mailing list directly through the website.
- We only collect email addresses via the subscription box on this website, and through events such as Surviving Actors.
- We value the trust of our members and students, and do not under any circumstances trade or sell our mailing lists.
- We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry-standard technologies to help us monitor and improve our newsletter. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails.
- All representative members of the Executive Committee have personal access to our MailChimp account, and such access is revoked once they step down from their office.

Website

- We do not collect cookies, do not use Google analytics, and in no way do we track or attempt to track persons visiting our website (<http://bassc.org>).

Payments

- Our Treasurer keeps a record of all payments that go through BASSC PayPal and Bank Accounts. Such information is treated as confidential and not shared beyond the Executive Committee.