

Privacy Policy – PROCESS Drama Club

Effective Date: September 2025

At **PROCESS Drama Club** (“we,” “our,” “us”), your privacy matters. This Privacy Policy explains how we collect, use, store, and protect your personal information when you visit our website **dev.processdramaclub.com** or participate in our services, training, and community programs.

Information We Collect

We may collect the following types of data:

- **Personal Information** – such as your name, email address, phone number, age (to provide age-appropriate content), and details you provide during registration or communication.
- **Usage Data** – including pages visited, time spent on the site, IP address, and device/browser information.
- **Media Submissions** – such as photos, videos, or self-tapes submitted as part of training, coursework, or performances.
- **Payment Information** – processed securely by third-party payment providers (we do not store full payment details ourselves).

How We Use Your Information

Your data is used to:

- Provide and improve our training programs, workshops, and services
- Communicate important updates, schedules, and resources
- Personalize your learning and user experience
- Process payments and manage accounts or subscriptions
- Maintain community safety and comply with applicable laws

Sharing Your Information

We do **not sell or rent** your personal data. We may share limited information only with:

- **Trusted service providers** (such as payment processors, cloud storage, or email platforms) necessary for operating our services
- **Legal authorities** if required to comply with law, regulations, or to protect the rights and safety of our members and community

Data Security

We use appropriate technical and organizational measures to protect your personal data against unauthorized access, alteration, loss, or misuse. While no online system can guarantee 100% security, we are committed to maintaining industry-standard safeguards.

Data Retention

We will retain your personal information only as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required by law.

Your Rights

Depending on your location, you may have the right to:

- Access the personal data we hold about you
- Request corrections or deletion of your data
- Withdraw consent for communications or data processing
- File a complaint with a data protection authority if you believe your rights have been infringed

Third-Party Links

Our website may contain links to third-party websites or platforms. We are not responsible for the privacy practices of those sites, and we encourage you to review their privacy policies.

Contact Us

If you have any questions or concerns about this Privacy Policy or how your data is handled, please contact us at:

Email: info@processdramaclub.com