

# Data Protection and Privacy Policy

## Centre Stage Performing Arts School (CSPAS)

### What information we collect and how we collect it

The information we ask you to provide includes details required to operate Centre Stage Performing Arts School (CSPAS), to enter students for Imperial Society of Teachers of Dance (ISTD) examinations, to licence students for performances through the local Child Performance Licensing Authority, and for any other awarding bodies, competitions, workshops, or events organised through CSPAS.

This may include, but is not limited to:

1. Personal details about your child and you, such as full name, date of birth, home address, email, school, medical details, and contact telephone numbers.
2. This information is collected by us via a registration form and requires the parent/guardian to sign to confirm consent for its use.

### What we do with the information you provide

The information collected from you is used to run CSPAS responsibly and lawfully.

1. Information is retained and used by staff to manage the day-to-day running of the school, including but not limited to: invoicing, registers, communications, uniform orders, exam entries and records.
2. Information is processed to provide safeguarding for your child whilst they are registered with CSPAS.

### Who we share information with

During your child's registration with CSPAS, we may share personal data with the following organisations:

1. **ISTD (Imperial Society of Teachers of Dance):** For exam entries and, where applicable, additional support arrangements.
2. **Local Child Performance Licensing Authority:** For the purposes of licensing your child for performances.
3. **Competition organisers:** For individual or team entries, which may require full names and dates of birth.
4. **UK Police or other statutory authorities:** If required under law or in connection with an ongoing investigation.

We will never share your data with third parties for marketing purposes.

### Your rights

Under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, you have the right to:

- Access the personal data we hold about you and your child.

- Request corrections if data is inaccurate or incomplete.
- Request erasure of data (where legally permitted).
- Restrict or object to certain types of processing.
- Request that data is transferred to another provider (data portability).
- Complain to the Information Commissioner's Office (ICO) if you believe your data has not been handled correctly: [www.ico.org.uk](http://www.ico.org.uk).

## **How to request your information**

Most of the information we hold is shown on your half-term invoice. If you wish to request full details, please contact us in writing or via email with the following information:

- Your full name, address, and contact number.
- Your child's full name, date of birth, and address.

Requests will be handled in line with ICO guidance.

## **Security and retention**

- Information you provide remains confidential and it is your duty to inform us of any changes immediately so we can update our records.
- Electronic information is password protected, and paper copies are securely stored.
- Once a student is no longer registered, personal data is securely disposed of (shredded) and electronic information is deleted after 6 months.
- Some records must be retained for up to 5 years due to UK business and safeguarding regulations.

## **Data Protection Contact**

For any data protection queries, please contact:

- **Data Protection Lead:** Rebecca Henman – [centrestagepas@gmail.com](mailto:centrestagepas@gmail.com)

## **Review**

This policy will be reviewed annually to remain compliant with legislation and best practice.

Last reviewed: August 2025

Next review due: September 2026

Signed: RJ Henman

Centre Stage Performing Arts School