

# Data Protection and Privacy Policy

Centre Stage Performing Arts school

## **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), enter students for Imperial Society of Teachers of Dance (ISTD) examinations, licence students for performances through the local Child Performing Licensing authority any other awarding bodies for competitions, workshops and events being organised through CSPAS. It will include but is not limited to:

- (1) Any 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) The information is collected by us via a registration form and requires the parent/guardian to sign this form to give their consent to the information being used.

## **What we do with the information you provide us with**

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

- (1) Information is retained by CSPAS and used by the staff to manage the day to day running of the school which will include but is not limited to: invoicing, weekly registers, keeping parents and pupils informed, uniform orders, entering students for exams and exam records.
- (2) Information will be used and processed to provide safeguarding for your child whilst they are registered at CSPAS.

## **Who we pass collected information on to**

During the course of a students registration with CSPAS we may pass personal information about your child or you to the following organisations:

- (1) CSPAS is affiliated to and a member of the ISTD. In the event that your child takes an examination with CSPAS through the awarding body the ISTD, it will be necessary to register your child with this organisation using the information that you provide to us. If your child needs additional support during their exam this information will also be disclosed.
- (2) In order for a student to take part in a performance with CSPAS information you provide will be shared with the local Child Performing Licensing Authority.
- (4) When an individual student or a performance team is entered for competitions the organisers sometimes require basic information about the performers entered such as full names and dates of birth of each performer.

- (3) CSPAS will be obliged to disclose personal data that we have collected if for any reason we are contacted by the UK Police and summonsed to provide information relating to an ongoing investigation.

### **Can I see a copy of the information you hold about me?**

The Data Protection Act (DPA) gives you the right to see personal information held about you. Most of the information collected by CSPAS about your child and you is at the top of your half term invoice. If however you wish to see copies of this information please contact us via email with the following:

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

The only information that CSPAS will hold is the information obtained via a registration form that the parent/guardian has signed and therefore consented to being used. The information that you provide us with will remain confidential and it is your duty to inform us of any changes immediately so that an individual's records can be updated. Electronic information stored is password protected and paper copies are locked away. Once a student is no longer registered for tuition personal data is disposed of via shredding and out of date electronic information is deleted after a period of 6 months. Please note that some records are kept up to 5 years due to business regulations in the UK.

*This policy was last updated on: February 2023 by Rebecca Henman*