

PLAYERS DRAMA SCHOOL LIMITED PRIVACY POLICY

1. Introduction

Players Drama School Limited is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, store and protect personal information relating to our pupils, parents, guardians, staff, volunteers and visitors. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

By providing your personal information to us, you acknowledge that it will be processed in accordance with this Privacy Policy.

2. Data Controller

Players Drama School Limited is the Data Controller responsible for your personal data.

Players Drama School Limited

Email: info@playersdramaschool.co.uk

Website: www.playersdramaschool.co.uk

For any questions relating to this Privacy Policy or your personal data, please contact us using the details above.

3. Information We Collect

We may collect and process the following information:

Parent/Guardian Information

- Name
- Address
- Telephone numbers
- Email addresses
- Emergency contact details

Child Information

- Name
- Date of birth
- School year group
- Medical information
- Allergies
- Additional educational needs
- Accessibility requirements
- Emergency contact information
- Attendance records
- Performance participation records

Financial Information

- Payment records
- Invoice information
- Outstanding balances
- Refund records

Staff and Volunteer Information

- Contact details
- Employment information
- Qualifications
- DBS information
- Training records
- References

Website Information

When visiting our website, we may automatically collect:

- IP address
 - Browser type
 - Device information
 - Pages visited
 - Website usage statistics
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4. Children's Data

As an organisation working primarily with children and young people, we take additional care when processing children's personal data.

Information relating to children is collected from parents or legal guardians and is used only where necessary to:

- Deliver our services
- Ensure pupil safety and welfare
- Meet safeguarding responsibilities
- Manage classes, performances and events
- Communicate with parents and guardians
- Comply with legal obligations

The safety and wellbeing of children will always take priority when processing personal information.

5. How We Use Personal Information

We may use personal information to:

- Manage registrations and enrolments
- Deliver classes, workshops and holiday clubs
- Communicate with parents and guardians
- Manage attendance
- Process payments and invoices

- Respond to enquiries
 - Maintain safeguarding records
 - Provide emergency medical information where required
 - Manage performances and productions
 - Improve our services
 - Meet legal and regulatory obligations
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6. Lawful Basis for Processing

Under UK GDPR, we process personal data under one or more of the following lawful bases:

Contract

Where processing is necessary to provide services requested by parents or guardians.

Legal Obligation

Where processing is required to comply with legal responsibilities.

Legitimate Interests

Where processing is necessary for the operation and management of Players Drama School.

Consent

Where specific consent has been provided, such as for marketing communications or photography.

Vital Interests

Where processing is necessary to protect a child's health, safety or welfare.

7. Photography and Video Recording

Players Drama School may take photographs and video recordings during:

- Classes
- Workshops
- Rehearsals
- Performances
- Holiday clubs
- Special events
- TV and film projects

Images and recordings may be used for:

- Promotional materials
- Social media
- Website content
- Printed publications
- Press releases
- Internal displays

We will always seek appropriate consent before using images for promotional purposes.

Parents and guardians may withdraw consent at any time by contacting us in writing.

Where consent is withdrawn, we will cease future use of images wherever reasonably possible.

8. Filming and TV Projects

Some Players Drama School programmes involve filming and media production.

Where filming takes place:

- Parents will be informed in advance.
- Appropriate permissions will be obtained.
- Footage will be stored securely.
- Access will be restricted to authorised personnel.
- Content will be used only for agreed purposes.

All safeguarding and data protection procedures apply to filmed content.

9. Marketing Communications

We may send information regarding:

- Class updates
- Events
- Productions
- Holiday clubs
- Special offers
- New programmes

You may unsubscribe from marketing communications at any time by contacting us.

Operational and safeguarding communications will continue where necessary.

10. Sharing Information

We will never sell personal information.

Information may be shared when necessary with:

- Schools
- Local authorities
- Medical professionals
- Safeguarding agencies
- Emergency services
- Legal advisors
- Insurance providers

Information will only be shared where there is a lawful basis to do so.

Where safeguarding concerns arise, information may be shared without consent where necessary to protect a child.

11. Safeguarding Records

Players Drama School has a legal and moral responsibility to protect children and young people.

Where safeguarding concerns arise, we may retain and process information relating to:

- Welfare concerns
- Child protection concerns
- Accident reports
- Medical incidents
- Behaviour incidents
- Communications relating to safeguarding

Such information will be stored securely and access will be restricted to authorised personnel.

12. Data Security

We are committed to protecting personal information.

We use appropriate technical and organisational measures including:

- Secure digital storage
- Password-protected systems
- Restricted access to records
- Staff training
- Secure disposal procedures

All staff are expected to handle information responsibly and confidentially.

13. Data Retention

We retain personal information only for as long as necessary.

Typical retention periods include:

Record Type	Retention Period
Financial records	6 years
Registration forms	Up to 7 years after leaving
Attendance records	Up to 7 years
Accident records	In accordance with legal requirements
Safeguarding records	In accordance with safeguarding guidance
Marketing consent records	Until consent is withdrawn
Staff records	In accordance with employment law

Retention periods may be extended where required by law or safeguarding considerations.

14. Your Rights

Under UK GDPR, individuals have the right to:

- Access personal information
- Correct inaccurate information
- Request deletion of information where appropriate
- Restrict processing
- Object to processing
- Request transfer of information
- Withdraw consent where processing relies on consent

Requests should be submitted in writing.

15. Complaints

If you have concerns about how your personal information is handled, please contact us first so we can attempt to resolve the issue.

You also have the right to lodge a complaint with:

Information Commissioner's Office (ICO)

Website: www.ico.org.uk

Telephone: 0303 123 1113

16. Cookies and Website Analytics

Our website may use cookies and analytics tools to improve user experience and monitor website performance.

Cookies may be used to:

- Remember user preferences
- Improve website functionality
- Analyse website traffic
- Monitor website performance

You may manage cookie preferences through your web browser settings.

17. Changes to This Policy

Players Drama School Limited reserves the right to update this Privacy Policy at any time.

Any changes will be published on our website and take effect immediately upon publication.

18. Contact Us

If you have any questions regarding this Privacy Policy or how we process personal information, please contact:

Players Drama School Limited

Email: info@playersdramaschool.co.uk

Website: www.playersdramaschool.co.uk

Approved By: Rebecca Wilson

Position: Director