

Superstars' GDPR Policy

In accordance with the GPDR Statement.

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Superstars Performing Arts is committed to protecting the rights and freedoms of individuals with respect to the processing of students, parents, volunteers and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

What we do at Superstars Performing Arts

- We do not disclose or sell personal data to third parties.
- We do not disclose personal data to other members and their families.
- We use contact numbers and emails for communication with and updates to members and parents, and for emergency contact
- Personal data is stored in a locked password-protected computer database.
- Hard copy information is protected by lock and key, and destroyed via a shredding or burning when the student leaves, or after a 6 month period of non-attendance
- Information about individual children is used in certain documents, such as a weekly register, medication information and examination documentation. These documents include data such as children's names, date of birth and emergency contact numbers.
- Superstars Performing Arts stores personal data held visually in photographs or video clips. No names are stored with images in photo albums, displays, or on the social media sites without express permission.
- Access to the Superstars email account, Personal Data, and Social Media Accounts is password protected and is not available to the public, class members or volunteers.

GDPR includes 7 rights for individuals

1) The right to be informed

Superstars Performing Arts collects member names and date of birth, parents' and or guardians' names, addresses, emergency telephone numbers, medical information, and email addresses.

As a contractor of Self-Employed team members, Superstars Performing Arts is required to hold data on its staff such as names, addresses, email addresses, telephone numbers, bank details and information such as Disclosure and Barring Service (DBS) check references.

2) The right of access

At any point an individual can make a request relating to their data and Superstars Performing Arts will need to provide a response (within 1 month). Superstars can refuse a request if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, Superstars Performing Arts has a legal duty to keep student and parents' details for a reasonable time (while the student attends).

Superstars Performing Arts retain any records relating to the student's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Safeguarding/Child Protection records.

Self Employed Teaching records will be erased when the member of staff leaves their position. All hard copy information is destroyed via a shredding device.

4) The right to restrict processing

Parents, visitors and staff can object to Superstars Performing Arts processing their data. This means that records can be stored but must not be used in any way, for example class communications, general emails about news and updates. In this situation, Superstars has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parent's responsibility to ensure they are informed about any event.

5) The right to data portability

Superstars Performing Arts requires data, for example registration forms, to be transferred from student to teacher, to Director.

6) The right to object

Parents, visitors, and staff can object to their data being used for certain activities like marketing or research.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing-based organisations. Superstars Performing Arts does not use personal data for such purposes.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 18/03/2025 (date)

Signed:

Date: