

## **DATA PRIVACY NOTICE**

### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **Who are we?**

West End Stage Stars Principal Laura Ellis is the data controller (contact details below). This means she decides how your personal data is processed and for what purposes.

### **How do we process your personal data?**

West End Stage Stars complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: –

- To enable us to provide a service for the benefit of the public as specified in our constitution;
- To administer student membership, to our classes and workshops
- To manage our teachers and admin staff
- To maintain our own accounts and records (including the processing of student membership subscriptions)
- To inform you of news, events, and activities run by West End Stage Stars

### **What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about news, events, and activities.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the stage school in order to carry out a service to the child attending a class or workshop or for purposes connected with the Stage School. We will only share your data with third parties outside of West End Stage School with your consent or if required to do so by law.

### **How long do we keep your personal data?**

We retain students, parents, teachers and admin data while it is still current and associated paperwork for up to 6 years after the calendar year to which they relate. Once you are no longer taking part in West End Stage Stars, we will securely retain your data for 3 years for adults and 3 years after a child reaches the age of 18.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: –

- The right to request a copy of your personal data which West End Stage Stars holds about you;

- The right to request that West End Stage Stars corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for West End Stage Stars to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that West End Stage Stars provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Principal Miss Laura Ellis.

[info@westendstagestars.com](mailto:info@westendstagestars.com)

07920487169

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.