
DATA PROTECTION POLICY



1. Introduction

Centre Stage Dance and Drama Ltd is committed to protecting the privacy and security of personal data. This policy outlines how we collect, use, and protect personal information in compliance with the General Data Protection Regulation (GDPR).

2. Data Collection

We collect personal data from students, parents, and staff, including names, contact details, and payment information. This data is collected through registration forms, communication, and payment processing.

3. Purpose of Data Processing

Personal data is processed for the following purposes:

- To manage student registrations and attendance
- To communicate with students and parents regarding classes and events
- To process payments and manage financial records
- To ensure the safety and well-being of students

4. Data Sharing

We do not share personal data with third parties without consent, except where required by law or to fulfil contractual obligations (e.g., payment processors).

5. Data Security

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or destruction. This includes secure storage, restricted access, and regular data audits.

6. Data Retention

Personal data is retained only as long as necessary for the purposes outlined in this policy. Once data is no longer needed, it will be securely deleted or anonymised.

7. Rights of Individuals

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of their data
- Object to processing or request restrictions on processing

8. Contact Information

For any questions or concerns regarding this policy or to exercise your rights, please contact us at contact@centrestagedanceanddrama.com