

DATA PROTECTION POLICY-2026

Policy Statement

As a Drama Facilitator, I am committed to protecting the privacy of all the individuals I engage with. This policy is written in accordance with the UK General data protection regulation(GDPR) and the Data Protection Act 2018. The following policy outlines how your data is used, collected and protected.

Data Collection:

For standard registration, I collect:

- Attendee's first and last name, date of birth, gender and age
- Parent/carer name and contact details
- Emergency contact details
- Relevant Medical/Health records
- Learning/behavioural information
- Consent to engage in physical and age appropriate drama activities
- Consent for photographs and videos to be taken for promotional use

General Inquiries:

Data collected for General enquires via website:

- Name/name of organisation
- Contact number
- Email Address

How Data is used:

- **Registration and safeguarding:** Child and parent/carer details
- **Marketing/Promotion:** Photography and videos used only on social media platforms, including website
- **Ticket Purchase:** Payment details including card number, expiry date and security number(CVV/CVC) – required only for third- party ticketing platforms.
- **Invoices:** Business/company name, billing address, purchase number(PO)

Data Security:

All shared data is held securely on a personal and secure database, accessible only by **Sophia Mclean-Drama Facilitator** and protected as far as possible under the act.

Data Retention:

Personal data is only retained for as long as necessary. The Data held will be regularly reviewed and disposed of, if no longer needed.

- **Children and parent records:** Kept for the duration of enrolment plus any safeguarding/legal retention periods.
- **General enquiries data:** Deleted after 6–12 months unless further contact is required.
- **Payment details:** Removed after 14 days of event
- **Invoice details:** Removed after payment is received.

Market Communications/Feedback:

You may be contacted with information about workshops, performances or related services, but only where consent has been provided. You may withdraw consent at any time by contacting us or using the unsubscribe option in our emails.

Data subject rights:

Under UK GDPR, you have the right to:

- Access the personal data held on you
- Request corrections to inaccurate information
- Request deletion of your data, where legally possible
- Restrict or object to certain processing
- Withdraw consent (for example, for marketing or media use) at any time
- Request data portability (where applicable)
- Lodge a complaint with the **Information Commissioner's Office (ICO)** if you believe your data is not being handled correctly

Review and monitoring:

Policies are reviewed and updated periodically, to ensure they remain accurate and effective.