



## Play The Stage Privacy Policy

### SCOPE

This policy covers the websites operated by Play The Stage. Here you'll see why we collect information and how we'll use (process) it. If anything is not clear or you have questions, just drop us a line at [info@playthestage.co.uk](mailto:info@playthestage.co.uk).

At Play The Stage, your child's safety and wellbeing is everything to us, that's why we ask you to fill in a form before your child attends any of our courses or term time schools. We process this information under the lawful basis of the legitimate interests of yourself and your child. Please check all your details carefully. If any mistakes are made, please let us know so we can fix it.

Play The Stage respect your privacy and want to protect it, therefore we promise not to share any of your personal data with any third parties, unless it is in the legitimate interests of the child to do so. What does that mean? We will never sell or give away your information to marketers or other people trying to sell you products or services. However, if it is in the best interests of the child, and in line with our legal responsibility to safeguard a child, we will share your information with the relevant authorities.

### WHAT INFORMATION DO WE COLLECT?

You do not have to give us any personal data in order to use most of our websites. However, if you are applying for a job with us or signing your child up for a holiday, weekend or afterschool club, we will need to collect information so that we can look after your child to the best of our ability.

### YOUR RIGHTS

You are entitled to see the information held about you. You may review, correct, update or change your personal data at any time. You may also request that we delete our records of your information. Otherwise, it is our policy to keep your information

stored in our secure cloud (electronic) and paper registers for a period of 5 years before we dispose of it safely and securely.

### **Parents and students**

If you wish to enrol a child for a Holiday Course or Weekly Class, we will collect the following personal data: parent or guardian's name; contact and address details; relationship to the student; emergency contact numbers; name, age, and date of birth of student; any medical conditions the student has, names and contacts of adults authorised to collect your child from class and the school your child attends.

Play The Stage will, occasionally, take photographs and film footage of students during class time for use in Play The Stage marketing and publicity material (both online and offline). This will be dealt with separately by each Play The Stage school but if you do not wish for your child to be photographed/filmed please let us know in writing.

Online payments made to Play The Stage are processed securely by Stripe or HSBC and the information you provide is communicated in a strongly-encrypted format between Stripe or HSBC and your bank or credit card company. Play The Stage does not directly collect, process or store financial information.

### **Teachers**

If you wish to apply to become a teacher, we will collect details such as your name, contact details, time at your last address, whether you are a homeowner or car owner, date and place of birth, details of your finances, nationality, marital status, and details of your hobbies and any training qualifications. We will also collect details of any relevant criminal convictions and will need to see a copy of your DBS certificate before offering you a position. We will only retain your DBS certificate reference number and date of issue.

### **Other individuals**

If you wish to contact us for other purposes, we ask for your contact details so we can respond to your queries. If you contact us about a children's party, we will collect details of the child's name and date of birth, numbers of children attending and type of party requested, where and when the party is to take place and the parent or guardian's contact details.

### **Sensitive personal data**

The Data Protection Act gives special protection to sensitive personal data which will include information relating to health or sex life, race or ethnic origin, political beliefs or

membership, philosophical or religious beliefs, trade union membership and information about the commission of offences and related proceedings. You should only provide this information if it is required in response to a mandatory question on our websites or interview process, or if you are otherwise content for us to process this information.

### **Automatically collected information**

In addition, we may automatically collect information about the website that you came from or are going to. We also collect information on which pages of our websites you visit, IP addresses, the type of browser you use and the times you access our websites. However, this information is aggregated and is not used to identify you.

### **HOW WILL INFORMATION ABOUT YOU BE USED AND SHARED?**

The information we collect allows us to:

- Locate and put you in touch with a teacher in your area.
- Process your request to become a teacher.
- Provide teaching services in mindfulness, meditation and the performing arts and the organisation of performances.
- Administer our websites and provide customer services.
- Meet legal, regulatory and compliance requirements including the administration of Play The Stage's statutory obligations relating to children.
- Gather management information for research purposes and to form statistical and trend analysis.
- Communicate with you.
- Send you surveys and competitions.
- Improve our websites and the products and services we offer to you and to provide you with online personalised services and targeted advertising including using cookies when you visit our websites.
- Provide you with information about our products and services which may be of interest to you from time to time.

We may employ the services of a third party to help us in certain areas, such as website hosting, support and maintenance, and child protection issues. In some cases, the third party may receive your information. However, at all times, we will control and be responsible for the use of your information.

We may also use aggregated information so we can administer and improve our websites, analyse trends and gather broad demographic information. We may pass this information to third parties.

We may also disclose your personal data when we believe this is required by law, to enforce or comply our terms and conditions or to protect the rights, property, safety of Play The Stage, our customers or others.

## **TRANSFER OF YOUR INFORMATION OUTSIDE THE EU**

Some of the recipients of your personal data (including sensitive personal data) may be in countries outside of the European Economic Area such as the US but we remain responsible for making sure that your personal data is given adequate protection and held securely. By submitting your personal data to our websites, you agree that such transfers may take place.

## **MARKETING COMMUNICATIONS**

Occasionally, Play The Stage may wish to provide you with information about our products and services (including by online targeted advertising, post, phone, email and text) which may be of interest to you. If you do not wish to receive such information, please email us directly at [info@playthestage.co.uk](mailto:info@playthestage.co.uk).

## **LINKS**

Our websites may contain links to other third-party websites over which we have no control. We are not responsible for privacy policies or practices of any websites to which you choose to link from our sites. We encourage you to review the privacy policies of those other web sites so you can understand how they collect, use and share your information.

## **SECURITY**

We have implemented reasonable technical and organisational measures designed to secure your personal data from accidental loss and from unauthorised access, use, alteration or disclosure. However, the Internet is an open system, and we cannot guarantee that unauthorised third parties will never be able to defeat those measures or use your personal data for improper purposes.

## **SALE OF THE BUSINESS**

In the event that the business is sold or integrated with another business, your details will be disclosed to our advisers and any prospective purchaser's adviser and will be passed to the new owners of the business.

## HOW TO CONTACT US

If you have any other questions about this policy or your personal data, please contact us on [info@playthestage.co.uk](mailto:info@playthestage.co.uk).

## Changes to our privacy policy

If our privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures that you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.