



Data Protection and Privacy Policy

Innovations Theatre School

For Children Aged 5–18

1. Policy Statement

At Innovations Theatre School, we are committed to protecting the personal data and privacy of our students, parents/guardians, and staff. This policy outlines how we collect, use, store, and protect personal information in compliance with the General Data Protection Regulation (GDPR) and Irish data protection laws.

Under no circumstances will we share personal data or images with any third party.

This policy also addresses how media (photographs and videos) is managed, particularly during performances and other school activities.

2. Key Principles

We adhere to the following principles to ensure personal data is:

- Processed lawfully, fairly, and transparently.
- Collected for specific, legitimate purposes.
- Limited to what is necessary for those purposes.
- Accurate and kept up-to-date.
- Stored securely and retained only as long as necessary.
- Handled with respect for individuals' rights, including access, correction, and deletion.

3. Data Collected

We collect the following personal data to manage school operations effectively:

- **Student Information:** Name, age, date of birth, and contact details.
- **Parent/Guardian Information:** Name, contact details, and communication preferences.
- **Medical Information:** Relevant medical information such as allergies, conditions, medications, or any other details necessary to safeguard the health and well-being of students.
- **Payment Information:** Details required for fee processing.
- **Media:** Photographs and video recordings during classes, rehearsals, and performances (with prior consent).

4. Purpose of Data Collection

We use personal data for the following purposes:

- Communication with parents/guardians regarding classes, rehearsals, and performances.
- Ensuring the health, safety, and well-being of students.
- Managing school operations, including payments and scheduling.
- Documenting and sharing school activities, such as performances (photos/videos).
- Marketing purposes (only with explicit consent).

Medical Information is collected to:

- Ensure that staff are aware of any health conditions that may affect a child's participation in activities.
- Respond effectively in the event of a medical emergency.

5. Media Policy: Photographs and Videos

Photographs and videos are an integral part of our performing arts school to document and celebrate student achievements, particularly during performances. These recordings are typically shared with parents/guardians and used for school purposes such as archiving, promotion, and parent communications.

Opt-Out Clause:

Parents/guardians have the right to opt their children out of being photographed or recorded. However, as performances are routinely photographed and videoed for parents, opting out will limit the roles and participation opportunities available to the child in performances. This is to ensure the school's ability to produce a cohesive and complete record of performances for families.

If you choose to opt out, this must be communicated to the school in writing via the provided consent form.

6. Consent

- Consent will be sought for:
 - Collecting personal data during registration.
 - Taking and using photographs or videos of students for specific purposes.
 - Collecting and using relevant medical information.
- Parents/guardians can withdraw their consent at any time by contacting the school.
- Separate consent forms will be provided for participation in media-related activities.

7. Data Storage and Security

We ensure that all personal data, including medical information, is stored securely and protected from unauthorised access or breaches. Measures include:

- Password-protected systems for digital data.
- Secure filing cabinets for physical documents.
- Access limited to authorised staff.

Medical information is treated with the utmost confidentiality and only shared with staff directly involved in the care and supervision of students when necessary.

8. Sharing of Data

We will **never** share personal data, including medical information, photographs, and videos, with any third party under any circumstances.

All data collected will be used solely for the purposes outlined in this policy.

9. Data Retention

- Personal data will only be retained for as long as necessary for the purpose it was collected.
- Medical information will be updated annually or when notified of changes by parents/guardians and will be securely deleted when no longer required.
- Media containing students' images may be retained indefinitely as part of school archives unless consent is withdrawn.

10. Rights of Individuals

Parents/guardians and students have the following rights under GDPR:

- **Access:** To request a copy of personal data held.
- **Correction:** To correct inaccuracies in their data.
- **Deletion:** To request the deletion of data where applicable.
- **Objection:** To object to processing for specific purposes (e.g., marketing).

Requests can be made in writing to the school's Data Protection Officer.

11. Breach Management

In the unlikely event of a data breach, we will:

- Notify affected individuals as soon as possible.
- Report breaches to the Data Protection Commission (DPC) where required.
- Take immediate steps to mitigate the breach and prevent recurrence.

12. Policy Review and Communication

This policy will be reviewed annually or when legislation changes. Parents/guardians and staff will be informed of any updates.

Contact Information

For questions or concerns about this policy, or to exercise your data protection rights, please contact:

Data Protection Officer

Innovations Theatre School

Susan Bell Flavin, 0861570330, info@innovations.ie

Date of Implementation: September 2024

Next Review Date: September 2025

Signed,

Susan Bell Flavin

Innovations Theatre School