

Centre Stage

PERFORMING ARTS

Privacy Policy

At **Centre Stage Performing Arts**, we are committed to protecting your privacy and ensuring that any personal information you share with us is handled safely, responsibly, and transparently. This policy explains what information we collect, how we use it, and the rights you have regarding your data.

Information We Collect: We may collect personal information when you enquire, register for classes, make payments, participate in events, or communicate with us. This may include names, contact details, emergency contacts, medical information relevant to safety, attendance records, payment information, photographs or videos (with consent), and any other details necessary for administering classes and ensuring student wellbeing.

How We Use Your Information: We use personal information to manage class registrations, timetables, payments, and communications; to ensure the safety and wellbeing of all students; to provide updates on classes, events, and school news; to maintain accurate attendance and emergency contact records; and, with consent, to use photos or videos for school promotion or progress monitoring. All data is used solely for dance school operations and never for unrelated purposes.

Storing and Protecting Your Data: We store all personal information securely, whether held digitally or on paper. Access is limited to authorised staff members only. We take appropriate measures to prevent unauthorised access, misuse, loss, or alteration of your data. Information is only kept for as long as necessary for administrative, legal, or safeguarding purposes.

Sharing Your Information: We do not share your personal information with third parties unless required by law, necessary for safeguarding purposes, or explicitly agreed to by you. We never sell or pass on your data for marketing purposes.

Photography and Media Consent: Photos and videos of students are only taken or used when consent has been provided by a parent or guardian. These images may be used for school promotions, social media, or documentation of progress, but only with permission and always handled respectfully.

Your Rights: You have the right to request access to the personal information we hold about you, to update or correct it, to withdraw consent for media use, or to request deletion of your data where appropriate. If you wish to exercise any of these rights, please contact us directly.

Communication: We may contact you regarding classes, schedule changes, payments, events, or other school-related matters. You may request to opt out of non-essential communications at any time.

Updates to This Policy: We may update this Privacy Policy from time to time to reflect changes in regulations or school procedures. Any updates will be published on our website.

If you have any questions about this policy or how your information is handled, please contact us at administrator@centrestageperformingarts.com.