Data Protection Policy

Data Protection Policy  
  
Athena Theatre Works & Productions Ltd (ATWP) collects and uses certain personal information in order to operate effectively.  
  
This personal information includes parents' or pupils' names, contact details, gender, date of birth, payment history, dancing history, and relevant medical conditions. The information we hold is used for various purposes, including:  
- Day-to-day administration.  
- Keeping parents and pupils informed.  
- Tailoring lessons to better meet the needs of our students.  
- Entering pupils into exams, shows, and other events.  
- Ensuring medical and disability needs are met.  
  
ATWP aims to comply with data protection laws by ensuring that everyone who has access to personal data is fully aware of and understands the principles of data protection. These principles ensure that personal data is:  
- Fairly and lawfully processed.  
- Processed for limited purposes.  
- Adequate, relevant, and not excessive.  
- Accurate and up to date.  
- Not kept longer than necessary.  
- Processed in line with your rights.  
- Secure.  
- Not transferred to other countries without adequate protection.  
  
\*\*Data Storage and Management:\*\*  
We now use the \*\*Class Manager\*\* app for the day-to-day management of pupil data, including emergency contacts and medical details. Personal data on this system includes the parent’s name, surname, and email address. We also maintain a folder copy for backup and verification purposes. We ensure that all data is securely stored and access is restricted to authorised staff only.  
  
\*\*Third-Party Data Sharing:\*\*  
We use \*\*Class Manager\*\* and other services for administrative purposes. We ensure that any third parties involved in data processing are fully compliant with UK data protection laws and only process data in accordance with our instructions.  
  
\*\*Retention of Data:\*\*  
Personal data will be kept no longer than necessary for the purposes for which it was collected. Once data is no longer required, it will be deleted in a secure manner.  
  
\*\*Your Rights:\*\*  
Individuals whose data we hold are entitled to:  
- Ask what information ATWP holds about them and why.  
- Request a copy of that information.  
- Be informed of how to keep their data up to date.  
  
\*\*GDPR Compliance:\*\*  
ATWP is fully committed to complying with the \*\*General Data Protection Regulation (GDPR)\*\* and the \*\*Data Protection Act 2018\*\*. We ensure that personal data is processed securely and in a transparent manner.  
  
\*\*Data Protection Officer (DPO):\*\*  
For any questions or concerns regarding data protection, please contact:  
- \*\*Athena Burns\*\* – Data Protection Officer  
- Email: abtheatreworks@outlook.com  
  
This policy was reviewed by Athena Burns on 23/04/2025 and will be reviewed annually.