

HAZZA THEATRE ACADEMY

GDPR & Privacy Policy for Students, Parents & Carers

Effective Date: August 2026

Review Date: August 2027

Approved By: Harrison Tyler Horsfall – Founder & Data Protection Lead

Website: www.hazzatheatreacademy.com

Email: hello@hazzatheatreacademy.com

Telephone: 07723 360872

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1. Policy Statement

Hazza Theatre Academy is committed to protecting the privacy and personal information of all students, parents, carers, employees and volunteers.

We collect and use personal information only where it is necessary to provide our services, safeguard children, communicate effectively and meet our legal obligations.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Hazza Theatre Academy provides theatre, acting, singing and dance training for children and young people.

For the purposes of data protection legislation, Hazza Theatre Academy is the **Data Controller** responsible for deciding how personal information is collected and used.

Data Protection Lead

Harrison Tyler Horsfall

Founder & Data Protection Lead

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3. Our Commitment to Privacy

We are committed to:

- Being open about how we use personal information.
- Collecting only information we genuinely need.
- Keeping information accurate and up to date.
- Protecting information against unauthorised access.
- Never selling personal information.
- Respecting your legal rights.
- Keeping information only for as long as necessary.

4. What Information We Collect

Depending on the services you use, we may collect:

Parent or Carer Information

- Name
- Address
- Telephone numbers
- Email address
- Emergency contact details
- Relationship to the child

Student Information

- **Name**
- **Date of birth**
- **Age**
- **Class attendance**
- **Performance participation**
- **Medical information relevant to participation**
- **Allergy information**
- **Emergency contact details**
- **Additional support requirements where disclosed**

Financial Information

Where applicable:

- **Payment records**
- **Invoice history**
- **Outstanding balances**
- **Refund records**

We do **not** store your full payment card details.

5. How We Collect Information

Information may be collected when you:

- **Register your child.**
- **Complete online registration forms.**
- **Make enquiries.**
- **Book workshops or events.**
- **Purchase tickets where required.**
- **Contact us by email, telephone or social media.**
- **Update your child's details.**
- **Complete medical or emergency information forms.**

6. Why We Use Your Information

We use personal information to:

- **Register students.**
- **Deliver classes and workshops.**
- **Organise performances.**
- **Communicate important information.**
- **Respond to enquiries.**
- **Maintain attendance registers.**
- **Manage invoices and payments.**
- **Contact parents in emergencies.**

- **Safeguard children.**
- **Meet legal and insurance obligations.**
- **Improve Academy services.**

We will only use your information for the purposes for which it was collected unless required by law.

7. Our Legal Basis for Processing

Under UK GDPR we process personal information using one or more of the following lawful bases:

- **Performance of a contract (to provide Academy services).**
- **Legal obligation.**
- **Legitimate interests.**
- **Consent (where required, such as certain photography and marketing).**
- **Protection of vital interests in emergencies.**

8. Photography & Video

Photographs and videos help celebrate student achievements and promote the Academy.

Images may be used for:

- **Our website**
- **Social media**
- **Promotional material**
- **Show programmes**
- **Marketing**
- **News articles**

Where consent is required, we will seek permission through our registration process or separate consent forms.

Where possible, children will not be identified by their full name alongside photographs.

Parents may withdraw photography consent at any time by contacting the Academy.

9. Who We Share Information With

We will only share personal information where necessary.

This may include:

- **Emergency services.**
- **Medical professionals.**
- **Local authorities.**

- **Safeguarding agencies.**
- **Professional theatres where necessary for performances.**
- **Our secure class management software provider.**
- **Professional advisers where legally required.**

We never sell personal information to third parties.

10. How We Keep Information Secure

We take appropriate measures to protect personal information, including:

- **Password-protected systems.**
- **Secure online software.**
- **Restricted access to records.**
- **Secure storage of paper records where used.**
- **Secure disposal of confidential documents.**
- **Regular review of security procedures.**

Only authorised individuals have access to personal information required for their role.

11. How Long We Keep Information

We keep personal information only for as long as necessary to:

- **Deliver our services.**
- **Meet safeguarding obligations.**
- **Comply with legal requirements.**
- **Resolve disputes.**
- **Maintain appropriate business records.**

When information is no longer required, it will be securely deleted or destroyed.

12. Your Rights

Under UK GDPR you have the right to:

- **Be informed about how your information is used.**
- **Request access to your personal information.**
- **Request correction of inaccurate information.**
- **Request deletion of information where appropriate.**
- **Restrict processing in certain circumstances.**
- **Object to certain processing activities.**
- **Withdraw consent where processing is based on consent.**
- **Lodge a complaint with the Information Commissioner's Office (ICO).**

We aim to respond to data requests within one month where required by law.

13. Children's Data

Children's privacy is particularly important to us.

Parents or legal guardians normally provide personal information for children under the age of 18.

Where appropriate, older children will also be involved in decisions relating to their personal information.

We process children's information only where necessary to provide Academy services, ensure safeguarding and meet our legal responsibilities.

14. Data Breaches

If we become aware of a personal data breach, we will:

- **Investigate immediately.**
- **Assess any potential risks.**
- **Take steps to minimise harm.**
- **Notify the Information Commissioner's Office (ICO) where legally required.**
- **Inform affected individuals where required by law.**

15. Contacting Us

If you have any questions about how your information is used, or wish to exercise your data protection rights, please contact:

Harrison Tyler Horsfall

Founder & Data Protection Lead

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16. Policy Review

This policy will be reviewed annually or sooner if:

- **Data protection legislation changes.**
- **Academy procedures change.**
- **New systems are introduced.**
- **A data breach identifies improvements.**

- Regulatory guidance is updated.

Policy Approval

Policy Name: GDPR & Privacy Policy for Students, Parents & Carers

Organisation: Hazza Theatre Academy

Approved By: Harrison Tyler Horsfall

Position: Founder & Data Protection Lead

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