

Introduction

Spotlight Speech & Drama School is an independent speech, drama and communications school. Our purpose is to facilitate the acquisition of drama and communication skills and develop the ability of young people to express themselves dramatically. The operation of Spotlight is governed by a distinct set of human values that emphasise encouragement, inclusivity, professionalism, relevance, flexibility and openness. Our approach to the gathering, management, retention and access to data is governed by the same values.

Information held by the Spotlight Speech and Drama

Pupils

Name, address, age, class in school, additional information (if provided by parent)

Parents/Guardians

Name, address, email address, phone number

Purpose of information held

- To facilitate contact and the dissemination of information about the school and its operation
- To facilitate the dissemination of essential material for examination
- To facilitate the production and award of certificates
- To monitor the progression of students

Permission sought to retain information

Spotlight Speech and Drama School will seek permission to hold personal data in the following ways:

Pupils and Parents:

On our application form, in the section requesting permission to take/publish photographs on social media etc, Spotlight will include a distinct sentence to the effect that the parent/guardians signature will also signify assent to Spotlight holding and retaining data in accordance with this policy.

Access and amendment to information

Upon request and once we have adequately verified the identity of the individual/parent/guardian, Spotlight will make available to any person whose records we hold, all the information held by us and will make any amendments to that information that may be requested by the applicant.

Deletion of information

Upon written request and once we have adequately verified the identity of individual/parent/guardian, Spotlight will delete any or all of the information held in relation to any applicant.

Spotlight Speech and Drama School may be contacted in the following ways for this purpose:

By email: mail@spotlightdrama.ie

By Phone: 087 362 1993

Duration of retention of data

Spotlight pupils and parents

We need to hold essential contact information in relation to Spotlight pupils and parents in order to facilitate the dissemination of term, class and exam information and material. We will hold such records in relations to each pupil and parent as long as they continue to be returning pupils, until they complete all their grades, for 5 years after their last attended class or when we are requested to delete them.

This policy

Spotlight Speech and Drama School intends to make this policy document available on its websites and will draw attention to its existence on social media. We welcome feedback from our clients and or members of the public on any aspect of our school and we undertake to give due consideration to any feedback received on the contents of this policy.

Jennifer Casey

Owner

Spotlight Speech and Drama School

September 2020