



STAGE STARS

GDPR & Data Protection Policy (UK)

1. Policy Statement

Stage Stars is committed to protecting the privacy and personal data of all children, parents/carers, volunteers and supporters.

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

As a non-profit sole trader organisation, Stage Stars acts as the Data Controller for personal data collected in connection with its activities.

2. Data Controller

Organisation Name: Stage Stars

Data Controller: Scott Wieprecht

Location of Activities: Notre Dame School Hall, Plymouth (and associated performance venues)

All data protection queries should be directed to the Data Controller.

3. Types of Personal Data Collected

We may collect and process the following information:

Children:

- Name
- Date of birth
- Medical information
- Emergency contact details
- Performance participation records

Parents/Carers:

- Names
- Telephone numbers
- Email addresses
- Payment records

Volunteers:

- Contact details
- DBS status (where applicable)
- References
- Safeguarding training records



4. Lawful Basis for Processing

Stage Stars processes personal data under the following lawful bases:

- Consent (e.g. photography, marketing)
- Contract (participation in classes/performances)
- Legal obligation (safeguarding, licensing)
- Legitimate interests (organisation administration)

Sensitive data (e.g. medical information) is processed to protect vital interests and ensure safeguarding.

5. How Data is Stored

Personal data is stored securely:

- Electronic records are password protected.
- Paper records are stored securely and access is restricted.
- Safeguarding records are stored separately and confidentially.
- Data is not shared with third parties unless legally required or with consent.

6. Data Retention

We retain personal data only as long as necessary:

- Participant records: up to 3 years after leaving.
- Safeguarding records: retained in line with safeguarding guidance.
- Financial records: retained for 6 years for tax purposes.

Data will be securely deleted or destroyed when no longer required.

7. Data Sharing

We may share data with:

- Local authorities (for child performance licensing)
- Emergency services (where necessary)
- Insurance providers (in the event of a claim)

We do not sell or distribute personal data to third parties for marketing purposes.

8. Photography & Media

Photographs and videos are only taken with written parental consent.

Children will not be identified by full name online.

Parents may withdraw consent at any time.

Stage Stars®



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9. Individual Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion (where applicable)
- Object to processing
- Withdraw consent at any time

Requests should be made in writing to the Data Controller.

10. Data Breaches

Any suspected data breach must be reported immediately to the Data Controller.

Where required, breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours.

11. Policy Review

This policy will be reviewed annually or when legislation changes.

Adopted: 18 February 2026

Next Review: 18 February 2027

Signed:

Scott Wieprecht

Stage Stars