

Our Privacy Policy



Moore School of Performing Arts Data Protection Policy Document

Introduction

The purpose of this document is to provide a concise policy statement regarding the Data Protection obligations of The Moore School of Performing Arts (MSPA from now in this document). This includes obligations in dealing with personal data, in order to ensure that the organisation complies with the requirements of the relevant Irish legislation, namely the Irish Data Protection Act (1988), and the Irish Data Protection (Amendment) Act (2003).

Reasoning

MSPA must comply with the Data Protection principles set out in the relevant legislation. This Policy applies to all Personal Data collected, processed and stored by MSPA in relation to its staff, service providers and students during its activities. MSPA makes no distinction between the rights of Data Subjects who are employees, and those who are not. All are treated equally under this Policy.

The policy covers both personal and sensitive personal data held in relation to data subjects by MSPA. The policy applies equally to personal data held in manual and automated form.

All Personal and Sensitive Personal Data will be treated with equal care by MSPA. Both categories will be equally referred-to as Personal Data in this policy, unless specifically stated otherwise.

MSPA as a Data Controller

In the course of its daily organisational activities, MSPA acquires, processes and stores personal data in relation to:

- Employees/Contractors of MSPA
- Students and Parents of MSPA
- Third party service providers engaged by MSPA

MSPA stores and processes personal data in Ireland only. In accordance with the Irish Data Protection legislation, this data must be acquired and managed fairly.

This policy provides the guidelines for this exchange of information, as well as the procedure to follow in the event that a MSPA staff member/contractor is unsure whether such data can be disclosed. In general terms, the staff member should consult with the MSPA to seek clarification.

Subject Access Requests

Any formal, written request by a Data Subject for a copy of their personal data (a Subject Access Request) will be referred, as soon as possible, to the Data Protection Officer, and will be processed as soon as possible.

It is intended that by complying with these guidelines, MSPA will adhere to best practice regarding the applicable Data Protection legislation.

Third-Party processors

In the course of its role as Data Controller, MSPA engages Mailchimp as a third-party Data Processor, to store and manage data. This company is fully compliant with the new GDPR Data Regulations and we have contact from them. Data is not shared with any other third-party Data Processor.

Data collected

In its capacity as Data Controller, MSPA ensures that all data shall be obtained and processed fairly and lawfully.

The following data is collected via our registration form.

- Name of Student
- Name of Parent
- Date of Birth of student
- Sex of Student
- Allergies of Student
- Parent Email
- Parent Phone Numbers
- Parent's permission to use any photo/video taken in class or during performances.

The following data is collected via our Agency Form

- Name of Student
- Name of Parent
- Date of Birth of student
- Sex of Student
- Parent Email
- Parent Phone Numbers
- Parent's permission to use any photo/video taken in class or during performances.
- Ethnicity of Student
- Hair Colour
- Eye Colour
- Height
- Skills, Hobbies & Achievements

For data to be obtained fairly, the data subject will, at the time the data are being collected, be made aware of:

- The identity of the Data Controller (MSPA)
- The purpose(s) for which the data is being collected
- The person(s) to whom the data may be disclosed by the Data Controller
- Any other information that is necessary so that the processing may be fair.

MSPA will meet this obligation in the following way.

- Where possible, the informed consent of the Data Subject will be sought before their data is processed;
- Where it is not possible to seek consent, MSPA will ensure that collection of the data is justified under one of the other lawful processing conditions – legal obligation, contractual necessity. In certain circumstances additional consent may be required.
- Where MSPA intends to record activity on video or any kind of recording of an individual's image, a Fair Processing Notice will be posted in full view;
- The Data Subject's data will not be disclosed to a third party other than to a party contracted to MSPA and operating on its behalf.

The data that has been obtained for the MSPA agency will only be used for the casting of students that have signed up to the MSPA agency. MSPA will obtain data for purposes which are specific, lawful and clearly stated. A Data Subject/Guardian will have the right to question the purpose(s) for which MSPA holds their data, and MSPA will be able to clearly state that purpose or purposes.

The MSPA processes personal data for the following purpose(s)*: *(this is a non-exhaustive list)

- Student administration
- Direct Marketing
- Photography, video documentation and The MSPA Agency which represents young people in Theatre, Television and Film (for promotion & marketing online and in print)

MSPA will review and ensure the accuracy of data every time a data subject enrolls in a new term of classes at MSPA and conduct regular assessments in order to establish the need to keep certain Personal Data. MSPA will ensure that data will not be kept for longer than is necessary to satisfy the specified purpose(s).