

Asta#Plays Privacy Notice

Last updated: August 2026

Asta#Plays respects your privacy and is committed to protecting your personal information. This notice explains what information I collect, why I need it, how it is used and stored, and your rights under UK data protection law.

Who is responsible for your information?

Asta#Plays is operated by **Astamarie Hodgson**, a sole trader, who is the data controller for personal information collected directly through Asta#Plays.

Email: info@astaplays.co.uk

Website: astaplays.co.uk

Contact address: SP2 7BL (details available on request)

Information I may collect

Depending on the service you use, I may collect:

- your name and contact details, such as email address and telephone number;
- a child's name and age/date of birth where relevant, together with parent or guardian contact details;
- information necessary to arrange and administer lessons, workshops, courses or events;
- attendance and scheduling information;
- communications relating to lessons, bookings or services;
- booking, invoicing, payment and transaction records;
- relevant accessibility, medical, additional-needs or emergency information that you or a parent/carer choose to provide where this is necessary for safe and inclusive participation;
- photographs, audio or video where appropriate permission has been obtained.

Asta#Plays does **not routinely maintain electronic educational assessment or pupil progress records** as part of private instrumental tuition.

I aim to collect only information that is reasonably necessary to provide and administer the service concerned.

Why I use personal information

Personal information may be used to:

- arrange and deliver lessons, workshops, courses and events;
- communicate with pupils, parents, carers, clients and organisations;
- manage attendance and scheduling;
- administer bookings, invoices and payments;
- provide services safely and appropriately;
- fulfil safeguarding, insurance, accounting and legal obligations;
- respond to enquiries; and
- provide information about Asta#Plays activities where you have requested this or where otherwise permitted by law.

Lawful basis for using your information

Depending on the circumstances, personal information is processed because:

- it is necessary to provide a service you have requested or to fulfil a contract with you;
- it is necessary to comply with a legal obligation;
- there is a legitimate interest in the reasonable administration and operation of Asta#Plays services; or
- you have given consent for a particular use of your information.

Where consent is relied upon, you may withdraw that consent at any time. This does not affect processing that has already taken place.

Where information requiring additional protection is provided, such as relevant health or accessibility information, it will only be collected and used where necessary and where an appropriate lawful basis and condition for processing apply.

Children's information

Many Asta#Plays services involve children and young people.

Only information reasonably necessary for providing and administering the relevant service will be collected. For private tuition and other services arranged by a parent or guardian, routine communications and administrative matters will normally be handled through the responsible adult.

Assessment and pupil progress records

Asta#Plays does **not routinely create or retain electronic educational assessment or progress records for private pupils.**

Teaching observations and feedback may be discussed with the pupil and/or parent as part of normal tuition without being retained as a separate digital pupil assessment record.

Where Asta#Plays works on behalf of a school, music organisation or other educational organisation and is required to contribute to assessment or progress records, those records

will normally be processed in accordance with that organisation's data-protection procedures and privacy policy.

Photographs and recordings

Identifiable photographs, audio recordings or video will not be used by Asta#Plays for publicity or marketing without appropriate permission.

Where use is based on consent, that consent may be withdrawn for future use by contacting Asta#Plays.

Sharing your information

Asta#Plays does **not sell personal information**.

Information may be shared where reasonably necessary with organisations or service providers involved in delivering or administering a service, or where disclosure is necessary for safeguarding, insurance, accounting or legal purposes.

Where Asta#Plays provides services on behalf of a school, arts organisation, music organisation, care provider or other organisation, that organisation may be responsible for some or all of the personal information used for that activity. Its own privacy policy may therefore also apply.

Payments

Payment information may be processed by banks, payment processors or booking platforms used by Asta#Plays.

Asta#Plays does not normally receive or retain customers' full debit or credit card details. Payment providers process information in accordance with their own privacy policies and legal obligations.

How information is stored

Reasonable measures are taken to keep personal information secure and to prevent unauthorised access, loss or misuse.

Electronic information is stored using password-protected devices and/or reputable online and cloud-based services. Any necessary paper records are kept securely.

How long information is kept

Routine pupil and client contact, booking, attendance and administrative information is normally retained for **up to two years after the relationship with Asta#Plays ends**.

Information may be deleted sooner where it is no longer required.

Information relating to health, accessibility, additional needs or emergency arrangements will not be retained longer than reasonably necessary for the purpose for which it was provided.

Financial, invoicing and accounting records may be retained for longer where required to meet HMRC, accounting or other legal obligations.

Some information may also need to be retained for longer where there is a specific legal, safeguarding, insurance or other legitimate reason to do so.

Information that is no longer required will be securely deleted or destroyed.

Your rights

UK data protection law gives you rights over your personal information. Depending on the circumstances, these may include the right to:

- ask what personal information is held about you;
- request a copy of your information;
- have inaccurate information corrected;
- request deletion of information where appropriate;
- restrict or object to certain uses of your information;
- withdraw consent where consent is the basis for processing; and
- request transfer of certain information where applicable.

To exercise your rights or ask a question about how your information is used, please contact:

info@astaplays.co.uk

You also have the right to raise a concern with the **Information Commissioner's Office (ICO)**, the UK's data protection regulator.

Changes to this notice

This privacy notice may be updated from time to time to reflect changes to Asta#Plays services, working practices or legal requirements. The current version will be made available through Asta#Plays.

Asta#Plays

Astamarie Hodgson, Sole Trader

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astaplays.co.uk