

VIVO MUSIC STUDIO

Privacy Notice

Musical Theatre Competition (Vivo Music Studio)

1. Who we are

This competition is organised by Vivo Music Studio.

Data Controller: Vivo Music Studio

Contact email: info@vivomusicstudio.co.uk

Contact phone: 07807253845

Business address: The Dovecoate, 2 Manor Farm Cottages, Manor Road, Scrooby, Nr Doncaster, DN10 6AH

2. What personal data we collect

When you enter the competition, we may collect:

Entrant details

- Name
- Date of birth or age (to place entrants in the correct category)
- Contact details (for entrants aged 18+)

Parent or guardian details (for entrants under 18)

- Name
- Email address

- Phone number

Teacher details (if provided)

- Name
- Email address
- Phone number

Competition administration

- Category entered
- Repertoire information
- Accompaniment choice and any performance notes
- Sheet music and or backing tracks submitted
- Scheduling and attendance information
- Scores, feedback notes, and results

Safety and welfare (only if provided)

- Access requirements and reasonable adjustments
- Relevant medical information provided for safety planning
- Safeguarding reports or incident records (if applicable)

3. How we use your data

We use your data to:

- Administer entries and eligibility
- Schedule auditions and communicate audition information
- Prepare accompaniment and manage competition logistics
- Deliver the Finals event and communicate results

- Provide feedback where applicable
- Manage safeguarding and welfare where necessary
- Handle complaints or disputes

4. Our lawful basis for processing

We process personal data under the following lawful bases:

- Contract, because processing is necessary to administer your entry and deliver the competition
- Legitimate interests, to run the competition effectively and safely
- Legal obligation, where safeguarding duties apply
- Consent, where you opt in to authorised photography or filming for publicity

5. Who we share data with

We do not sell personal data.

We may share data only where necessary for safeguarding or event delivery, for example with:

- The official pianist (music preparation)
- Adjudicators (assessment administration)
- Venue staff at Phoenix Theatre, where required for operational safety
- Emergency services, where necessary in an emergency

6. Photography and filming data

If you consent to authorised photography or filming, images and video may be used for:

- Competition publicity (website, social media, posters, press)
- Finals programmes
- Archival record keeping

For entrants under 18, consent must be provided by a parent or legal guardian.

You can withdraw consent at any time by contacting us in writing. Withdrawal does not affect processing already carried out before withdrawal. We will take reasonable steps to remove future use of images where possible.

7. How we store and protect your data

We store data securely and restrict access to those who need it to deliver the competition. We use password protected accounts and or locked devices. Paper records (if any) are stored securely.

8. How long we keep your data

We retain data only as long as necessary:

- Competition administration records, schedules, and music submissions: up to 12 months after the Finals
- Results and feedback records: up to 12 months after the Finals
- Financial records: retained as required for accounting and tax purposes
- Safeguarding incident records: retained securely for an appropriate period depending on the nature of the incident and any legal requirements

After the retention period, data is securely deleted or securely destroyed.

9. Your rights

You have rights under UK data protection law, including:

- Right to access your data
- Right to correct inaccurate data
- Right to request deletion where applicable
- Right to object to certain processing
- Right to restrict processing in some cases
- Right to withdraw consent for photography or filming
- Right to complain to the Information Commissioner's Office (ICO)

To exercise your rights, contact us using the details in section 1.

10. Changes to this notice

We may update this Privacy Notice from time to time. The latest version will be published on our website.

Date: 22.02.2026

Signed: KDV

Name: Kamilla Dunstan-Venables

Role: DSL/Owner Vivo Music Studio