THEATRICAL ARTS EDUCATION ASSOCIATION

Student Safeguards Policy

Unified Post Secondary Audition Portal

TAEA's Unified Post-Secondary Audition Portal gives students an opportunity to share their work with participating post-secondary programs. This policy explains how submissions are accessed, how students control their participation, and how concerns can be raised.

Voluntary participation and informed consent

Students create and manage their own STAR Student Profiles. Participation in Unified Auditions is voluntary and requires separate program registration. Creating a STAR Profile alone does not make it available to institutions. TAEA publishes privacy information on its program website; an explicit opt-in consent checkbox is planned within the portal page but not yet in operation.

Students between the ages of 16 to 18 may currently register independently. Students are encouraged to review participation with a parent, guardian or trusted adult. TAEA is reviewing age-appropriate consent requirements and will seek additional consent where legally required.

Consent to participate does not include permission to use a student's materials for public advertising or promotion. Those uses require separate permission.

Student-submitted information and institutional access

All STAR Profile information is entered by students, including optional contact information, city of residence, academic background and GPA, production credits, awards, STAR Fest results, STAR Guild information, photographs, portfolios and videos. Residential address is optional and may help identify nearby educational opportunities. TAEA does not independently verify student-submitted academic or artistic credentials. Once students opt into Unified Auditions, approved participating post-secondary representatives may view all submitted STAR Profile information except the section listing available TAEA auditions, competitions and scholarships. Administrative access is restricted to TAEA staff members – Craig Wrotniak, Kyle Collins and Sean Lam.

Participating institutions currently use a shared password to access the closed report. Student audition videos are hosted privately on TAEA's Vimeo account and streamed directly within that report. Institutional representatives do not log into Vimeo or receive TAEA Vimeo credentials. Technical restrictions on downloading or copying have been made.

Submissions are intended for post-secondary program review. They are not made available to talent agents through this program.

Rules for participating representatives

Representatives may use submissions only for program recruitment, audition assessment, callbacks, interviews and application guidance.

TAEA's policy prohibits representatives from publishing, reposting, selling, redistributing or using student materials for unrelated purposes. Representatives should not download or independently retain student materials without specific student permission or another lawful basis. TAEA has developed a formal institutional access agreement.

TAEA may withdraw access where these rules are breached.

Appropriate contact with students

Representatives must identify themselves, their institution and the purpose of their contact. Follow-up must use official institutional contact details and relate to the student's educational interests.

Students may decline contact or invitations. Students who are minors are encouraged to involve a parent or guardian in meetings and further arrangements. Participation does not authorize unrelated personal contact.

Information protection

TAEA limits information collected and shared to what is reasonably needed for the program. Students should not include identification documents, financial information or unnecessary personal details in audition materials.

TAEA limits administrative access to three designated staff members and uses password-protected audition reports and privately hosted Vimeo videos. The portal hosting provider, data storage location, backup arrangements and download controls still require technical verification. Password protection reduces risk but cannot guarantee that information will never be copied or disclosed improperly.

Retention and removal

Each Unified Audition closed report is deleted after one year, ending institutional access through that report. This does not delete the student's broader STAR Student Profile. The retention period for original Vimeo recordings and underlying profile data is being verified separately. Students may withdraw from Unified Auditions without losing their broader STAR Profile. Students may request earlier removal at any time by contacting events@educationaltheatre.ca.

TAEA removes access to withdrawn submissions and deletes the associated materials. Limited records may be retained where necessary for legal obligations or resolving a complaint; those records are restricted from school access.

An institution that separately retains information is responsible for its own privacy and retention practices. TAEA will help students identify the appropriate institutional contact.

Questions and concerns

Students can report unwanted contact, suspected password sharing, inappropriate use of materials or other privacy concerns to events@educationaltheatre.ca.

Concerns are reviewed by Executive Director Craig Wrotniak or Student Programs Director Kyle Collins. TAEA will take appropriate steps to address misuse, restrict access when necessary, and follow applicable privacy and reporting requirements.

Participating institutions determine their own application and admission requirements. Portal participation does not guarantee review, contact, a callback, admission or a scholarship.