

King's Dance Academy General Data Protection Regulation Policy 2020

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection directives that were put in place. GDPR was approved by the EU parliament in 2016 and comes into effect on May 25 2018.

GDPR states that personal data will be 'processed fairly and lawfully' and 'collected for specific, explicit and legitimate purposes' and that individuals data is not processed without their knowledge, and is only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. King's Dance Academy is committed to protecting the rights and freedoms of individuals with respect to the processing of children, parents, visitors, hirers and staff personal data.

GDPR gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

GDPR includes 7 rights for individuals;

- 1) King's Dance Academy is a registered dance school with the Imperial Society of Teachers of Dance (I.S.T.D) Associated Board of Dance (A.B.D) Acrobatic Arts (A.A) and as such is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's full names, addresses, date of birth, medical information, and any SEN requirements. Lancashire Local Authority require us to provide this information prior to school shows. This information is sent via secure electronic file transfer.
- 2) The right of access; At any point an individual can make a request in writing relating to their data, and King's Dance Academy will need to respond within 1 month.
- 3) The right to erasure; You have the right to request the deletion of your data where there is no compelling reason for its continued use. However King's Dance Academy has a legal duty to keep children and parents records for a reasonable time. King's Dance Academy will keep these records for 3 years after leaving the school, accident and injury records for 19 years or until the child reaches 21.
- 4) The right to restrict processing; parents and hirers can object to King's Dance Academy processing their data. This means that records can be stored but cannot be used for communications.
- 5) The right to data portability; King's Dance Academy requires data to be transferred from one IT system to another, for example, from King's Dance Academy to the Local Authority for performances, BOP licences and dance association for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place for GDPR.
- 6) The right to object; Parents and hirers can object to their data being used for certain activities.
- 7) The right not to be subjected to automated decision making including profiling; Automated decisions and profiling are used for marketing based organisations. King's Dance Academy does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children and staff records are kept in a locked file. The information will be transferred to a spreadsheet on a computer, which is password protected. The only person who can have access to these files is Isobel King. Information taken from these files about individual children is confidential and apart from archiving and during show week, these records remain on site at all times. After the retention period, these records are shredded.

Information about individual children is used in certain documents, eg, a weekly register, workshop register, show registers and packs, requests for PINs prior to exams, application to the I.S.T.D. A.B.D and A.A for exams.

King's Dance Academy collects a huge amount of data every year, including names of child, date of birth, name of parent and contact details for a class waiting list. If the child does not attend the school, these records are shredded. If the child attends the school, a registration form is given to parents and the same secure procedure is held.

King's Dance Academy stores personal data held visually in photographs or video clips. Permission is asked before these are taken. If permission is not given, no visual data is used of the child. No names are given with visual images or video clips, or used on displays, recordings or the schools social media sites Facebook and the website.

Access to all office computers is password protected. Access to these computers is held by Isobel King. Any portable data storage eg a USB memory stick, are password protected and stored in a locked filing cabinet.

GDPR means that King's Dance Academy must;

- Manage and process personal data properly and securely
- Protect the individual's right to privacy
- Provide an individual with access to all personal information held on them

This policy was created in February 2020.

Signed on behalf of King's Dance Academy

Isobel King

Principal of King's Dance Academy

I.S.T.D, A.B.D, A.A