



## **General Data Protection Regulation Policy**

### Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection.

Directives that were in place.

It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

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

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

Wightmore School of Dance is registered with the ICO (Information Commissioners Office) under registration reference:

Certificates are on display on the parents' information boards.

### **GDPR includes 7 rights for individuals**

#### **1) The right to be informed**

Wightmore School of Dance is a registered Performing Arts provider with the Royal Academy of Dance(RAD), Imperial Society of Teachers of Dancing (ISTD) and Acrobatic Arts. Affiliation with these organisations requires us to collect and manage certain data.

We require parents' names, addresses, telephone numbers, email addresses. We also need to know children's full names, addresses, date of birth and health information. It is very important to understand students state of health, so that we teach them appropriately and don't risk causing them harm.

Information will be used to contact you in an emergency. All data is locked securely, when being transported to dance classes and performances.

We also sometimes need your personal data when applying for performance licences. This is done securely through Babcock Ldp and all personal information, photographs are always sent recorded delivery.

When we are entering students for RAD, ISTD, Acrobatic Arts examinations and also entering students for British Federation Dance Festivals we are required to share data with these organisations.

Often we are asked to give theatre organisations a list of all students taking part in productions.

We are required to collect certain details of visitors to our dance school. We need to know visitors names, telephone numbers, and where appropriate, company names. This is in respect of our Health and Safety and Safeguarding policies.

As an employer Wightmore School of Dance is required to hold data on its teachers; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's licence, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent securely DBS numbers and date of issue are also held on a central staffing record.

Wightmore School of Dance uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

Legitimate Interest- To manage the quality of our classes and performance from time to time we will record/ video classes and performances to moderate and keep upholding a good standard of training. These recordings will be kept on a memory card and stored in a locked cabinet.

## 2) The right of access

At any point an individual can make a request relating to their data and Wightmore School of Dance will need to provide a response (within 1 month). Wightmore School of Dance can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

## 3) The right to erase

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Wightmore School of Dance has a legal duty to keep children's and parents' details for a reasonable time. Wightmore School of Dance retain these records for up to 3 years after leaving the dance school, children's accident and emergency records for up to 19 years (or until the child reaches 21 years) and 22 years (or until the child reaches 24 years) for child protection records. Staff records must be kept for 6 years after the member leaves employment, before they can be erased. This data is archived securely on site and shredded after the legal retention period.

## 4) The right to restrict processing

Parents, visitors and staff can object to Wightmore School of Dance processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

## 5) The right to data portability

Wightmore School of Dance requires data to be transferred from one IT system to another; such as from Wightmore School of Dance to the Local Authority for performance licences, and dance associations for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

## 6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing and research.

## 7) The right to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Wightmore School of Dance does not use personal data for such purposes.

## **Storage and use of personal information**

All paper copies of children's and staff records are kept in a locked filing cabinet at Wightmore School of Dance administration office, Tiverton. Members of staff can have access to these files but information taken

from these files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as childrens' names, date of birth and sometimes address. These records are shredded after the retention period.

Wightmore School of Dance collects a large amount of personal data every year, including names and addresses of those on the waiting list. These records are shredded if the child does not attend or will be added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically and password protected and in paper format, This information is kept in a locked filing cabinet in Wightmore School of Dance administration office, Tiverton. These records are shredded after the relevant retention period.

Wightmore School of Dance stores personal data held visually in photographs or video clips or as sound recordings, only when written consent has been obtained. No names are stored with the images in photo albums, displays, on our website or on Wightmore School of Dance social media sites.

Access to all office computers is password protected. When a member of staff leaves the company these passwords are changed in line with this policy and our safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/ or stored in a locked filing cabinet.

GDPR means that Wightmore School of Dance must:  
Manage and process personal data properly  
Protect the individual's rights to privacy  
Provide an individual with access to all personal information held on them.

This policy was adapted at a meeting at Wightmore School of Dance in April 2018  
Signed on behalf of Wightmore School of Dance

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.....Policy review date : September  
2018

I have read and agree with the Wightmore School of Dance General Data Protection Regulations

Signed Parent(students 13 years and over) .....  
Date.....

