

DATA PROTECTION & GDPR Policy

Privacy Notice

(How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, DOB, address, phone numbers and email addresses)
- Medical conditions (helping us to keep the children safe and protect them whilst in our care)
- Attendance information (such as sessions attended and number of absences)
- Photo permission (for use on social media and our website)

Why we collect and use this information

We use the pupil data:

1. To provide care and safety of our pupils, understanding their needs
2. To inform parents and students of school information, notices and upcoming events via our newsletter
3. To enter students for exams with the Imperial Society of Teachers of Dancing (ISTD)
4. To comply with the child protection laws and regulations when putting on productions in accordance to performance licensing laws
5. To comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under the following lawful bases (linked to the above processing purposes)

1. Legitimate interests
2. Consent
3. Public task
4. Legal obligation

Collecting pupil information

Whilst the majority of pupil information you provide us in mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide us with certain pupil information or if you have a choice in this. The lawful basis for this data will be consent and we will wait until your consent has been given before processing this data.

Storing pupil data

Dance Projection use a software to manage your personal information. This is software where all data is stored on. Information is encrypted to ensure compliance with principle of confidentiality/integrity. The data can be accessed from one place by anyone with authority. Parents can maintain their own data accuracy easily whenever required. This complies with access rights, rectification, amendment and erasure, together with lawfulness, fairness and transparency.

Paper copies of pupil personal data is kept in a locked filing cabinet at Dance Projection and these records remain here at all times. These records are shredded once the pupil has left the school.

Dance Projection stores personal data held visually in photographs, video clips or as sound recordings. No names are stored with images in photo albums, displays, on the website or on Dance Projection social media sites.

All pupil data will be held only for the duration that they are a current pupil at the school. These records will then be securely disposed of.

Who we share pupil information with

We have to share pupil information with:

- Our examination board; ISTD
- Our local authority

Why we share pupil information

We share pupil information to the examination board above and the local authorities under the lawful basis of public task in order for us to enter students for exams and involve them in shows. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under the data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, please contact the owners ;. Heidi Speakman or Gemma Hall

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Signed	Position	Date	Review	
	Co-owner	14-5-19	12 months	Months or sooner if work activity changes
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