



General Data Protection Regulation Policy 2018.

GDPR Stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and will come into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & 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. Dance Scene 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.

Dance Scene is registered with the Imperial Society of Teachers of Dancing (ISTD) If a child is entered for a dance exam under the dance schools name, details of your child's name & date of birth will be passed onto the Examination Board to register your child with a unique pin number. Your child will keep this pin number for every dance exam they take. This information is all sent via a secure electronic file transfer system.

GDPR includes 7 rights for individuals:

1. The right to be informed.

Dance Scene is registered with the ISTD and as so is required to collect and manage certain data. Dance Scene need to know parents names, telephone numbers & email addresses. We need to know children's full names, dates of birth and any medical requirements/ SEN requirements. We are requested to provide some of this data to the Imperial Society of Teachers of Dance when if your child is taking an examination. This information is all sent via a secure electronic file transfer system.

Dance Scene will be required to collect certain details from anyone wishing to attend at trial class. We will require the visitors name, date of birth and any medical information, along with the parents name, email address and phone number. This is in respect of our health and safety and safeguarding polices. If the visitor doesn't wish to join the Dance Scene these details will be destroyed with in two weeks of their visit.

As an company Dance Scene is required to hold data on it's teaching staff, this includes; names, addresses, telephone numbers, photographic ID (such as passports and driving licenses) & bank details. The information is also required for Disclosure and Barring service checks (DBS) and proof of eligibility to work in the UK. This information will be held in a locked filing cabinet and will be destroyed 6 years after the teacher decides to stop teaching for Dance Scene.

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

2. The right of access

At any point an individual can make a request relating to their data and Dance Scene will need to provide a response with one month. Dance Scene can refuse a request, if they 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 our decision.

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. Dance Scene has a legal duty to keep children's and parents details for a reasonable time. Dance Scene will retain these records for 3 years after a child leaves the school. Any children's accident and injury records will be kept on file for 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 of staff leaves employment, before they can be erased. This data is archived securely in a locked filing cabinet and is shredded after the legal retention period.

4. The right to restrict processing

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

5. The right to data portability.

Dance Scene is registered with the ISTD (Imperial Society of Teachers of Dancing) they may require some of your child's information if they are going to be entered for a dance exam. This information will be sent using a secure file transfer system. The ISTD have their own polices 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 or research.

7. The right not to be subject to automated decision-making including profiling.

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

Storage and use of personal information

All paper copies of children's enrolment forms and staff records and any parent/ chaperone disclosure forms or licenses are kept in a lock filing cabinet, certain information is uploaded onto 'Dance Scene' computer software and telephone which are both password protected. Lorraine Hodges (Principal of Dance Scene) has access to this information. Members of staff will have access to children's emergency contact information and any medical information they should be aware of, these details will be used in the staff's registers, which are kept on our online portal Membermeister which is password protected. All of this information will be shredded after the relevant retention period.

Dance Scene collect personal data every year including; names, addresses, phone numbers and email addresses of those on the waiting list. These records are shredded if the child does not attend, or added to the child's file and stored appropriately.

Dance Scene stores personal data held visually in photographs or video clips or as sound recordings, this consent has been obtained via the enrolment form.

Access to the Dance Scene computer is password protected. Lorraine Hodges is the only member of staff to have access to this computer. Any portable data storage used to store personal data e.g. USB memory stick, are also password protected and/ or stored in a lock cabinet.

GDPR means that Dance Scene must:

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

Dance Scene staff and teachers may take photographs or videos during dance lessons, these will only be used for the teacher to remember the choreography/ spacing of dances, they are not shared with an outside person and will be deleted within 3 months of filming.

This policy has been adapted at a meeting at Dance Scene in May 2018, should there be any changes in the future they will be updated and available to view via the privacy link on the website www.dancescene.me.uk.