

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 & 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. The Lisa Jane 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.

GDPR includes 7 rights for individuals

1) The right to be informed

The Lisa Jane School of Dance is a registered provider with RAD, ISTD, Acrobatic Arts & I-PATH and as so, are 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 and heritage, along with any SEN requirements. This information is sent to the dance examining bodies listed above when students take examinations, via a secure electronic file transfer system. This information is sent to the Local Authority via a secure electronic file transfer system when we are putting on a performance featuring the children from the dance school. Children's full names and dates of birth are sent to dance festival and competition organisers when they are entered to take part in these. Children's names will be printed in show and festival programmes.

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

The Lisa Jane School of Dance 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 The Lisa Jane School of Dance will need to provide a response (within 1 month). The Lisa Jane 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 erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, The Lisa Jane School of Dance has a legal duty to keep children's and parents details for a reasonable time. The Lisa Jane School of Dance retain these records for 3 years after leaving the Pre-school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. This data is archived securely onsite and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to The Lisa Jane 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

The Lisa Jane School of Dance requires data to be transferred from one IT system to another, such as to the Local Authority, for performance BOPA 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 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. The Lisa Jane 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 office and in a locked filing cabinet. Members of staff can have access to these files but information taken from the 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 children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Due to the Covid-19 outbreak, additional medical records will be kept to help protect all students and staff at The Lisa Jane School of Dance. We will be collecting a large amount of personal information with regards to students health whilst the virus is still in circulation. All medical records will be kept securely, in password protected digital form.

If requested, to comply with the NHS test and trace system we would need to submit all relevant contact details of students & staff members that could have been affected.

The Lisa Jane School of Dance collects a 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 added to the child's file and stored appropriately.

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

Access to all Office computers, smart phones or tablets is password protected. When a member of staff leaves the school 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 The Lisa Jane 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 The Lisa Jane School of Dance in July 2023

Policy review date: July 2024