



GDPR Privacy Policy

Introduction

New EU regulations known as the General Data Protection Regulation (GDPR) come into force on 25 May 2018. The GDPR places significant additional responsibilities, over and above those defined in the Data Protection Act 1998, on those who collect and process personal data to ensure that providers of personal data understand the lawful basis for the collection and processing of their data. The document which explains this basis is known as a 'Privacy Notice'.

What personal data does the school need to collect?

For each student at the school, we will collect their name, date of birth, contact details (address, telephone and email), and medical information.

Who is collecting the data?

The data will be collected by the school principal Laura Davies

How is the data collected?

Data is mainly collected by means of paper enrolment forms. For exams, workshops and our Afterschool club enrolment will be via google forms.

Why does the school need to collect this data?

Self-evidently, the school must know the names of students to communicate within the class, their ages, contact details (to communicate information about the school) and medical information (so that teachers are aware of any medical conditions which may affect the learning of dance and students' wellbeing).

How will the data be used?

Data will be input into excel documents It will also be used, in combination with information from class teachers to aid management planning of lessons, exams and performances. Parents/Guardians will receive emails lauradance-beat@hotmail.com and davieslaura@hotmail.co.uk for our Friday afterschool club.

To ensure the wellbeing of students during lesson and rehearsal times, the class teacher will have a hard copy of the student's name, emergency contact (name and telephone number) and any medical conditions.

With whom will the data be shared?

The database itself is routinely accessible by the school principal, Laura Davies, although from time-to-time other teachers within the school may be given supervised access as

and when required. None of the data will be placed online or shared with any outside agency or organisation. None of the data will be sold to or shared with any other organisation. The school does not receive commercial sponsorship.

Does anyone else associated with the school collect data?

Your child's information will only be shared with the following.

- The [Imperial Society of Teachers of Dancing](#) if your child is taking part in exams
- Local County Council for permission to take part in our dance shows
- Other Dance-Beat teachers if they are covering a class.
- Medical information in an emergency with hospital, doctor.

The information required will be student details (names, dates of birth, gender and nationality) for exam and competition entries. These organisations have their own Data Protection Policies. Dance-Beat will require you to provide this information and agree for us to share this information before any entry data is submitted on entry forms.

Can I see my data or ask for it to be deleted?

You have the right to see your personal data, and to ask for it to be deleted. A request to view your data is known as a 'subject access request'. The school is legally obliged to respond to your request within 30 days.

How long will my data be kept?

We will keep your contact details and student's information on our records until your child leaves the school and we update our systems at the end of each term. Paper records will be shredded and deleted on our databases. Please note class registers are kept for Tax return purposes and will be destroyed (by shredding) after 5 years.

How secure is my data?

Electronic data is held in a password-protected database on a laptop or on a secure USB memory stick and only names and telephone numbers will be kept on the class registers. Paper documents (e.g. enrolment forms) will be kept at the school principals' home in a secure cabinet, before they are destroyed; the school will take reasonable measures to ensure that the paper data is not lost or stolen or viewed by unauthorised persons. Email communications are not subject to special encryption measures. The GDPR mandates procedures which must be followed for reporting a breach or suspected breach of data security.

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