

## **Gedling Ballet School – Data Protection Policy**

Gedling Ballet School collects, processes, stores information and shares information re it's students, parents/guardians, teachers and contacts in order to operate its business. From May 25<sup>th</sup> 2018 the EU General Data Protection Regulation (GDPR) replaces the previous Data Protection Act, it has been introduced to better protect individuals' personal information and to bring legislation in line with the significant digital developments. GBS Data protection procedures have been reviewed and we take seriously our responsibility to meet the requirements of the GDPR.

Aim of this policy is to protect the rights of individuals by ensuring that all personal information held is used appropriately and lawfully.

Principal Dawn King is registered with the ICO

Personal data comes via

Email / social media / telephone / in person.

GBS enrolment form completed by parent/guardian, and also student if over age 13 years. Enrolment information is checked/updated every two years.

Information shared is

name of child and date of birth (plus medical information if considered required knowledge) with class teachers, and also shared with RAD for exam entry. Parents are contacted for permission to share this information with the RAD prior to their child's first RAD exam. (RAD issue a candidate id number which remains the same for future exams, we also record this number on our database).

In an emergency, or risk of emergency, contact details are shared with class teacher.

References, when requested are provided with consent of parent and are made available whenever possible to the student and parent.

Child performance licence, chaperone licence, participation in outside events, all require the sharing of personal information with the appropriate authority / organisation, parents are contacted for their permission to share this information. For parent/guardian wishing to help as a chaperone, their consent will be requested to share information with DDC (Due Diligence Checking) to apply for their DBS check (Disclosure and Barring Service).

Covid-19 - NHS test and trace may require contact details to be shared, you will be informed should this be necessary.

Information shared on social media is done so in accordance with Gedling Ballet School's safeguarding policy and photography and filming policy.

Storage

Paperwork containing personal information is not left at the studio /hall, is stored in a locked secure location. When transported to/from venues is done so securely.

Computers are password protected and encrypted, as are phones and USB memory sticks.

Paperwork is carefully destroyed as soon as appropriate to do so.

Personal information is deleted from the current school data base a term after a student leaves the school. Fee data bases and bank statements are kept as required for accounts for taxation purposes, so kept in an electronic and paper form, for at least 6 years. Only name and fee payment information is retained for this period.

Candidate ids supplied by RAD are stored until a student leaves the school and are then deleted and RAD informed.

DBS numbers are stored electronically and deleted as soon as appropriate to do so.

Exam Results are stored in paper and electronic form and kept indefinitely to monitor standards.

Progress cards with audition and exam history are also kept and used for references and to monitor student progress, until age 20, or longer if a student progresses to vocational training / to pursue a career in dance.

Personal data for contacts such as teachers, pianists are stored securely and destroyed as soon as appropriate to do so.

#### Rights of individuals under GDPR

- Right to be informed/transparency

GBS will include a privacy notice on all forms explaining how we intend to use the data provided.

- Right to object

Individuals may object to using data for marketing purposes or research, on social media, websites, posters. GBS has a media consent form with photography and filming policy which allows parents to give and to withdraw consent. Gedling Ballet School does not use personal data for marketing or research purposes.

- Right to be forgotten (right to erasure)

Individuals have the right to have personal data erased. This must be requested in writing, and data will, if no longer necessary, be deleted/destroyed, however it may be that certain data will be legally kept for a certain period of time, for example to comply with taxation legislation.

- Right to restrict processing

Individuals have the right to restrict processing. Data will be stored but not shared or processed any further. Individuals can minimise use of their data, so stored and only processed where really necessary.

- Right to access personal data

This may be to confirm information that is processed, or so they are aware of and can verify the lawfulness of the processing.

- Right to portability

Individual may request their data to use for their own purposes.

#### Consent (lawful basis for processing data)

As we collect information of a sensitive nature (medical history) consent is the lawful basis by which we process data.

A privacy notice is to be included on all forms used within the school.

All school policies and procedures are reviewed annually, and parents made aware of this.

#### Children

Policies and procedures are in place for safeguarding,

We are aware of the need for particular protection for the collecting and processing of children's data as they may be less aware of the risks involved.

From age 13 children in the UK are able to give their consent. Children over age 13, as well as their parent/guardian, are asked for their consent on the Gedling Ballet School enrolment form and media consent form.

Dawn King

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27<sup>th</sup> August 2021 (Policy to be reviewed annually)