



AVIAN DANCE SCHOOL GENERAL DATA PROTECTION 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 came 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 individual's data is not processed without their knowledge and are only processed with their 'explicit' consent.
- GDPR covers personal data relating to individuals. Avian Dance School is committed to protecting the rights and freedoms of individuals with respect to the processing of student's, parent's, volunteers' and staff's 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

- Avian Dance School is a registered body and is therefore required to collect and manage certain data. We need to know parent's names, telephone numbers and email addresses.
- We need to know student's full names and dates of birth, along with any medical or SEN requirements.
- If students are entering festivals, grades or competitions, we are also required to provide data of competitors to festival/competition/grade organisers.
- Avian Dance School is required to hold data on its staff and volunteers; names, email addresses, telephone numbers and dates of birth. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK.
- DBS numbers and date of issue are also held on a central record.

2) The right of access

- At any point, an individual can make a request relating to their data and Avian Dance School will need to provide a response (within 1 month).
- Avian Dance School 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, Avian Dance School has a legal duty to keep student's and parent's details for a reasonable time.
- Avian Dance School retain these records for 3 years after leaving, student'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.
- Staff's records must be kept for 6 years after the member leaves Avian Dance School, before they can be erased. This data is archived securely and shredded after the legal retention period or stored electronically on devices with security password protection.

4) The right to restrict processing

- Parents, volunteers and staff can object to Avian Dance School processing their data. This means that records can be stored but must not be used in anyway, for example reports or for communications.

5) The right to data portability

- Avian Dance School requires data to be transferred from one IT system to another, such as from Avian Dance School to festival/competition/grade organisers.

6) The right to object

- Parents, volunteers 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. Avian Dance School does not use personal data for such purposes.

Photography

When a student enrolls to Avian Dance School, we ask the parent to sign a permission form to allow pictures of students in class or when filming performances and for them to be shared. If permission is given, Avian Dance School may use the images resulting from photography/filming and any reproductions or adaptations of the images for fundraising or publicity, including on our social media forums.

Storage and use of personal information

- Avian Dance School holds personal details such as full names, dates of birth, email addresses. This data may need to be shared with third parties for the purpose of competition/festival/grade entry forms with permission from the parent/staff member/chaperone obtained.
- All paper copies of student's and staff's/chaperone's records are kept in a locked cabinet.
- Staff and chaperones 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 is gathered via and stored electronically on GDPR compliant software.
- Avian Dance School stores personal data held visually in photographs or video clips or as sound recordings. These will only be published if consent has been obtained via the Photo/Video release form.
- Access to Avian Dance School computers and mobile devices are password protected.
- When a senior staff member leaves their post, these passwords are changed in line with this policy.
- GDPR means that Avian Dance School 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

Enquiries / Complaints regarding the storage or processing of data must be directed to our Data Protection Officer.

DPO (Data Protection Officer): Lauren Stearman