

# Sarah Royle School of Dance

## Data Protection Policy

*(policy last reviewed January 2024)*



### Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

### What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to contact you with news and updates throughout the school..

Personal details that we collect about your child include:

- Your child's name, date of birth, address, school address health and medical needs, development needs, and any special educational needs. We also use photographs from lessons, shows, events, workshops, trips, fundraisers to put on our website, social media sites and email newsletters.
- Where applicable we will obtain child protection plans from social care and health care plans from health professionals.
- We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you (parent/guardian) include:

- Your name, home address, phone numbers, email address, emergency contact details, and family details.
- This information will be collected from you directly in the registration form.

### Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide dance/performance education services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to keep you updated with information about our service
- to send you your monthly/termly/costume/comp fee/event fee/trip fee invoices
- We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child attends.

## Who we share your data with

- Local Authority
- The ISTD (Imperial Society Of Teacher Of Dancing) A Governing Body which we follow for dance training and education syllabus purposes.
- Third Party schools to enter/join their dance (ISTD) examination private sessions.
- Third Party schools to send over students DOB, full name, address and comp status (novice/open) for competition regulations and entries.
- The Local Authority for chaperone volunteers
- The local Authority to send the children's details to take part in our annual shows and or events/shows we are asked to participate in. (For example a full performance license maybe required for students who take part in 4 professional shows per year or exemptions/BOP for children who take part in under 3 shows per year). All information is recorded for the safety of your child of their whereabouts and participation in our shows/events.
- The government's eligibility checker (as above)
- Our insurance underwriter (if applicable)
- Our setting software management provider (Outlook/constant contacts and Dance Biz)
- The school/nursery that your child attends
- Our school administration team

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- To enforce or apply the terms and conditions of your contract with us;
- To protect your child and other children; for example by sharing information with social care or the police; (through our safe guarding policy)
- It is necessary to protect our/or others rights, property or safety

## How do we protect your data?

- We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:
- Storing any paper documents securely in a locked cupboard
- Any electronic data is stored securely on password protected laptops (accessed only by management team) and where needed individual files are also encrypted.
- Electronic data is backed up on an external hard drive which is stored securely in a locked cupboard
- Our setting's software programmes, Dance Biz, Outlook, Constant Contacts, the schools private computer are protected with individual user log in and password information.

## How long do we retain your data?

- We retain your child's personal data for up to 6 months following written confirmation that you will no longer be attending the school. Medication records and accident records are kept for longer according to legal requirements (for up to 10 years after your child turns 18).
- In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

### Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

You have the right to:

- amend or correct your/your child's personal data (by filling in a new form)
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing.
- request that we transfer your, and your child's personal data to another person.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled please contact Sarah Royle, the dance principal and this matter will be dealt with us, the GDPR rules and regulations through the GDPR website.

### Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

You have the right to withdraw consent at any time and you must do so in writing after signing our registration forms.