



# KEYWORTH SCHOOL OF THEATRE DANCE

## General Data Protection Regulation Policy

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. It comes into effect on 25 May 2018.

GDPR states that personal data should be 'processed fairly and lawfully' and 'collected for specified and legitimate purposes'. Also that individuals' data is not processed without their knowledge and processed only with their 'explicit' consent. GDPR covers personal data relating to individuals. Individuals have the right to know what information is held about them and where it is stored. There are rights for individuals:

### **The Right to be Informed**

An individual has the right to know what personal data we hold.

Keyworth School of Theatre Dance (KSTD) is a theatre dance school with examinations under the International Dance Teachers' Association (IDTA). As such, the examining board are required to know the names of the children and their date of birth for examination purposes.

We need to know parent/carer names, addresses, email addresses and telephone numbers.

We need to know children's full names, addresses, dates of birth.

We need to know if there are any medical conditions that as a dance school we should be aware of.

At show time, we are required to notify the local authority (Nottinghamshire County Council) the name, address and date of birth of all children taking part. This information is checked against the local authority database to ascertain if children require a Children's Performers Licence to appear in the production.

The freelance dance teachers at KSTD are required to submit their CVs to KSTD. We are required to know the full name, address, telephone contact and bank details of our teachers.

In the case of obtaining DBS checks for freelance teachers, volunteer teaching assistants and volunteer chaperones, we are required to submit data from their photographic ID to the Due Diligence Checking Service via a secure system to obtain the necessary documentation.

### **The Right of Access and Right to Erasure**

An individual can request a copy of all the personal data held about them within our organisation (Subject Access Request) and will be allowed to have all their data deleted or returned to them, if they so wish, within a month of the request.

KSTD will keep personal contact details for 1 year after a pupil has left. However, details will be removed from the billing/communication database as soon as they leave (unless they ask to be kept informed about KSTD events).

The data we hold on our pupils/parents/carers is updated regularly and out of date data is deleted.

## **The Right to Strict Processing**

Individuals have the right to object to us processing their data. This means that records can be stored but not used for communications/billing in the case where a pupil is no longer attending classes.

## **The Right to Data Portability**

KSTD requires personal data to be transferred from one system to another for example to:

- the local authority for performances
- the local authority for Child Performance Licences (required for children who have performed more than 4 times in a 6 month period)
- the IDTA (examination association for exams)

These are the only third parties personal data is shared with. These recipients use secure file transfer systems and have their own policies in place with regards to GDPR.

## **The Right to Object and the Right to not be Subject to Automated Profiling**

Individuals can object to their data being used for marketing or for research. Automated profiling is used for marketing based organisations. KSTD does not use personal data for these purposes.

## **Storage and Use of Personal Data**

All paper copies of pupil registration forms are kept in a locked filing cabinet at the data controllers' addresses. The paper copy of the pupils' emergency contact details are kept in a locked portable storage file in the locked cupboard at KSTD's rental premises. These paper copies will be shredded after the retention period.

The class register is kept with the teacher for fire regulations. The first initial and surname will be logged on the class register. No other personal data is logged on class registers.

No full names of children will be displayed on the notice board at KSTD's rental premises.

No names will be displayed next to photos.

No photos / video footage will be displayed without prior consent of parents/carers (please see registration document).

The personal data we collect on the registration form is transferred to a database which is used solely for communication and billing purposes. This data is stored under encrypted files on password protected computers accessed by the school administrator and data controllers (Principals - Ann Marchant and Kirsty Callender)

Any portable data storage (USB) is stored in a locked cabinet.

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Policy review    January 2019