

Frogmore Dance School

General Data Protection Regulation 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 comes 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 individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Frogmore Dance School is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, and staffs 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

Verity Hammersley, trading as Frogmore Dance School, is a teacher with the ISTD & IDTA, and as so, is required to collect and manage certain data. We need to know parent's/guardians names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth and any medical conditions or allergies that may be needed for safe guarding and if acting as Loco Parentis.

Frogmore Dance School utilises multiple services. The website www.frogmoredanceschool.com uses Cookies to make the users experience easier. The cookies in use on the website are used for language persistence, Twitter connections, Facebook linking and Jotform data enquiries.

www.Frogmoredanceschool.com is hosted on GDPR compliant servers provided by the hosting company GoDaddy in Europe.

Frogmore Dance Schools email address info@frogmoredanceschool.com is hosted on a GDPR Microsoft server in North America.

Frogmore Dance School may use Mailchimp as an emailing format. Mailchimp is GDPR compliant.

Frogmore Dance school utilises Google Drive which is a cloud based storage system operated by Google in a GDPR compliant manor.

2) The right of access

At any point an individual can make a request relating to their data and Frogmore Dance School will need to provide a response within 1 month.

3) The right to erase

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Frogmore Dance School has a legal duty to keep children's and parents details for a reasonable time, Frogmore Dance School retain paper registration records for 25 financial years after the child leaves the child school. The child's and parent information on the school database is removed immediately after notification of departure.

Registration forms for children that do not continue a class following a trial, will be destroyed at the end of that school year.

All data is removed securely and shredded at our correspondence address after the above retention periods.

4) The right to restrict processing

Parents, and teachers can object to Frogmore Dance School processing their data. This means that records can be stored but must not be used in any way, for example, communication and in an emergency.

5) The right to data portability

Frogmore Dance School may require data to be transferred from one IT system to another; such as from Frogmore Dance School to the Local Authority, for performance BOPA licences, and dance Associations for examinations, and entry for competitions, Show programme printing and show DVD credits. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The right to object

Parents and staff can object to their data being used for certain activities like marketing or research. Data will not be sold to third parties.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Frogmore Dance School does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a locked filing cabinet in the correspondence address for Frogmore Dance School. Members of staff can have access to these files but information taken from the files about individual children is confidential, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as a half termly register. These documents include data such as children's names, date of birth and medical conditions that are needed to be known in case of emergency. These are only accessible by the principal and teachers and are transported in a lockable bag. These registers are also kept for tax purposes and will be destroyed after 10 financial years.

Frogmore Dance School collects a large amount of personal data every year including; names, dates of birth, telephone numbers, and email address of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Frogmore Dance School stores personal data held visually in photographs or video clips or as sound recordings, as laid out in our registration form. This will be kept indefinitely for history of the school and as memories for the principal. Any of this data may be used for promotional purposes as laid out in our registration form. Any data used as a teaching tool will be deleted when this is no longer required. For example, at the end of class, or when a festival solo is no longer being performed.

Any Financial data held, such as when fee's were paid, will be kept for 10 financial years for tax legislation purposes.

Student's accident, injuries and medical emergencies are recorded within the schools accident book. Accident record books will be held for 25 financial years insurance purposes.

Exam and competition results taken by the students will be held for 10 financial years after leaving the school.

Email correspondence will be kept for 10 financial years.

The data held for inquiries and all contact made through our social media platforms will be held 10 financial years.

Access to all Frogmore Dance School computers and devices are password protected with access only given to the principal and required staff. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet. Any digital documents and information are password protected.

GDPR means that Frogmore 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