



On Your Toes School of Dancing and the General Data Protection Regulations 2018

In accordance with the GDPR Statement.

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Act. 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 individual's data is not processed without their knowledge and are only processed with their explicit consent. GDPR covers personal data relating to individuals. On Your Toes School of Dancing is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors, and staff 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.

What we do at On your Toes School of Dancing:

- **We do not disclose (other than to Official Examination bodies) or sell personal data to third parties.**
- **We do not disclose personal data to other members of the school and their families.**
- **The school uses contact numbers and emails for communication with and updates to parents, whole school and individual communication, invoices, and general information.**
- **Emergency contact numbers are given to On Your Toes School of Dancing for the use of emergency contact & for contacting respect of Dance School business only.**
- **Personal data is stored in a locked property, and password protected computer database.**
- **Paper registration forms are stored in a locked property, and a secure locked filing cabinet.**
- **All hard copy information is destroyed via a shredding device and fire no longer relevant or required.**

Information about individual children is used in certain documents, such as, a weekly register, medication information and examination documentation. These documents include data such as children's names, date of birth, and emergency contact numbers. These records are destroyed after the relevant retention period.

On your toes School of Dancing collects a large amount of personal data every year including names and addresses, telephone contact numbers and email addresses. These records are destroyed if the child does not attend or added to the Child's file and stored correctly.

On Your Toes School of Dancing stores personal data held visually on photographs, video clips or as sound recordings. No Names are stored with images or videos in photo albums, displays, on the website, or on On Your Toes School of Dancing's social media sites without express permission.

Access to the School email account, Website, Personal Data, Social media Accounts and examination data is password protected and is not available to members of the public, members of the school and/or its staff. The principal has sole access to all this data only.

GDPR includes 7 rights for individuals:

1. The right to be informed.

Hannah La Trobe (On your Toes School of Dancing), is registered with the International Dance Teachers Association (IDTA), and The Royal Academy of Dance (RAD) and as such, is required to collect and manage certain data. The school collects Parents and or Guardians names, addresses, email addresses, emergency telephone numbers. We also collect children's full names, dates of birth, along with any SEN requirements and are stored via a secure electronic system, and paper registration forms are stored in a secure, locked filing cabinet in a locked private residence.

As an Employer of Self-Employed practitioners, On Your Toes School of Dancing is required to hold data on its teachers such as names, addresses, email addresses, telephone numbers and bank details. Information such as a Disclosure and Barring service checks (DBS), personal public liability, Insurance, First Aid Certificates, Membership details and any qualifications. This information is stored via a secure electronic system and any paper forms are stored in a secure filing cabinet.

2. The right of access

At any point, an individual can make a request relating to their data and On You Toes School of Dancing will need to provide a response (within 1 month). On your Toes School of Dancing 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.

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, On your Toes School of Dancing has a legal duty to keep student and parents details for a reasonable time. On Your Toes School of Dancing retains any records relating to students' accident and injury records for 19 years (or until the child reaches 21 years), and 22 (or until the child reaches 24 years) for child protection records. Self Employed teaching records will be erased when the member of staff leaves their position. All hard copy information is destroyed via a shredding device and burned in a fire. On Your Toes School of Dancing holds personal data while the student is registered at the School. The school requires a written notice to the leave the school to put into place the erasure of your data. If records of this are not found, the school will continue to hold your data for school purposes only.

4. The right to restrict processing.

Parents, visitors and staff can object to On your Toes School of Dancing processing their data. This means that records can be stored but must not be used in any way, for example, School communications, general emails about school news and updates. In this situation, the school has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parent's responsibility to ensure they are informed about any event's happening at the school.

5. The right to data portability

On Your Toes School of Dancing requires data, for example registration forms to be transferred from student to teacher, to school principal. The school is also required to provide data such as a student's DOB and exam pin numbers to be able to enter students in RAD and IDTA examinations. In this case 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, visitors, 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. On Your Toes School of Dancing does not use personal data for such purposes.

This policy was issued by Hannah La Trobe (data controller) for On your Toes School of Dancing.

Policy review date 2024