

Inspire Dance

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. Inspire Dance 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.

GDPR includes 7 rights for individuals

1) The right to be informed

We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth and Education school, along with any SEN requirements. We need to know this to provide the best care for pupils when at our dance school and to be able to contact parents regarding their child if and when is needed.

We are required to collect certain details of visitors to our school. We need to know visitors names, telephone numbers, and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Inspire Dance is required to hold data on its Teachers; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to Capita for the processing of DBS checks. DBS Numbers and date of issue are also held.

Inspire Dance uses Cookies on its website to collect data for Google Analytics, this data is anonymous. The company who run the website also has their own GDPR which you can request to view at any time.

2) The right of access

At any point an individual can make a request relating to their data and Inspire Dance will need to provide a response (within 1 month). Inspire Dance 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. Staff records must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Inspire Dance processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications. This request must be made in writing to Inspire Dance.

5) The right to data portability

Inspire Dance requires data to be transferred from one IT system to another; such as from Inspire Dance to the Local Authority, for performance BOPA licences, and dance Associations for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR. For large group events we may use WhatsApp to contact and send information to a group, if you do not want to be involved in this you must let us know.

6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research and can make this request in writing.

Parents, visitors and staff can ask to opt out of anything at any point.

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

Automated decisions and profiling are used for marketing based organisations. Inspire Dance 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 cabinet at The Deepings Community Centre. Members of staff 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. Paper copy's are also uploaded to our computer/iPad and are password protected.

These records are shredded and deleted after the retention period of five years unless a parent requests for them to be destroyed sooner and this must be done in a written format.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, etc. These documents include data such as children's names, medical information and contact numbers for use in emergencies by our staff.

Inspire Dance stores personal data held visually in photographs or video clips or as sound recordings, these are used on our website, posters and social media when required. All parents must consent to this on our registration forms and may opt out of this at any time. All Office computers/iPads are password protected. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked cabinet.

GDPR means that Inspire Dance 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

Review date; May 2018

Next review date; May 2020