

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.

MG Dance Academy 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

a) Miss Melanie is a registered teacher with the Association of American Dancing (AAD) and Acrobatic Arts and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers and email addresses. We need to know children's full names, addresses and date of birth, along with any SEN requirements. We are requested to provide this data to each individual's Local Authority for any shows or competitions.

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

c) As an employer MG Dance Academy is required to hold data on its Teacher's names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's licence and bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. DBS Numbers and date of issue are also held on a central staffing record on a secure computer.

d) MG Dance Academy uses Cookies on it's website to collect data for Google Analytics, this data is anonymous.

2) The right of access

At any point an individual can make a request relating to their data and MG Dance Academy will need to provide a response (within 1 month). MG Dance Academy 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. The individual will have the right to complain to the ICO if they are not happy with the decision.

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 MG Dance Academy has a legal duty to keep children's and parents details for a reasonable time. MG Dance Academy will retain these records for 1 school term after the child leaves the school, children's accident and injury records for 19 years (or until the child reaches 21 years) for Child Protection records. 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 on the school's computer and any paper copies that have been kept securely, shredded after the legal retention period if a paper copy is held.

4) The right to restrict processing

Parents, visitors and staff can object to MG Dance Academy 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 however may mean that children will not be able to take part in examinations, performances or competitions.

5) The right to data portability

MG Dance Academy requires data to be transferred from one IT system to another; such as from MG Dance Academy 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.

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. MG Dance Academy 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 secure laptop in Miss Melanie's possession, either at her house during the day or in the hall during class times. Members of staff can have access to these files but information taken from the files about individual children is confidential, apart from archiving. These records are deleted after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are deleted after the relevant retention period.

MG Dance Academy collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are deleted if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on a password protected laptop. These records are deleted after the relevant retention period. MG Dance Academy is currently working towards storing all personal data on a secure computer. Once this has been done all paper copies will be shredded.

MG Dance Academy stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has been obtained not to do so. No names are stored with images in photo albums, displays, on the website or on MG Dance Academy social media sites.

Access to all computers is password protected. If a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy.

GDPR means that MG Dance Academy 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

This Policy was adapted by MG Dance Academy in April 2018 Signed on behalf of Melanie Preston and MG Dance Academy.