

DATA PROTECTION POLICY – BUNTINGFORD SCHOOL OF DANCE (HEREAFTER BSD)

This Data Protection policy exists in accordance with EU General Data Protection Regulation (GDPR regulation) which comes into force on 25th May 2018.

The GDPR requires that BSD identifies a lawful basis for holding the information of pupils. There are various bases for holding information. The two which apply to BSD are;

- 1) 'Contract' whereby the information given is used to supply the services we offer
- 2) 'Vital Interests' whereby medical information given is used to ensure the care and well being of a student

This policy exists in order to demonstrate how we handle, store and use the information we are given. Any questions would be addressed to Mrs Philippa McMeechan, who is the designated Data Protection Office for BSD.

What information does BSD need and why?

1. Name, DOB, address, for all students. This is in order to successfully place a student in an appropriate class.
2. Contact names, addresses and contact telephone numbers for all parents/guardians in relation to a student. This is in order that communication can be made in relation to the classes that a student attends, and to make contact with a parent/guardian quickly, if necessary (for example is a student is unwell) during a class. It is also used to contact parents/guardians about news and events at BSD
3. A students' ethnic origin. This is for exam entry purposes.
4. Medical information. This is in order that a teacher can be fully aware of any conditions which a student may have, which may present themselves or require care to be given during a class.

How does BSD store your information?

1. All information obtained is stored securely in electronic formats, or if in paper format is kept in a locked drawer.
2. Electronic data is kept on a specific dance administrative management programme, and is password protected. The only people who have access to this are Philippa McMeechan and Zoe Eaglesfield, BSD School Administrator.
3. It is planned that going forward information will be gathered via an on-line registration form, which will then be held in a password protected database. The only people who have access to this will be Philippa McMeechan and Zoe Eaglesfield.

Who has access to the information?

It may be necessary for BSD to disclose student information to a 3rd party. Please see below for more information:

1. BSD holds regular shows. It is necessary for me to obtain licenses and license exemptions from local councils for these shows to go ahead in order to comply with Child Work Enforcement

regulations. I therefore am required to provide your council with your child's name, date of birth, home address and the school that they attend.

2. If your child enters into an ISTD Dance examination with us, I am required to provide the relevant examining body with your child's name and date of birth and ethnic origin.

3. Teachers and support staff employed by BSD will have access to essential contact information only; Students name, name of parents/guardians, contact numbers for parents guardians & relevant medical information.

Your rights

Every parent/guardian has the right to know what information I store regarding their child. All information access requests should be sent in writing to Philippa McMeechan. This information is provided without charge in the first instance. However, if repeated requests are made then a charged being made.

Every parent/guardian has the right to withdraw their permission for me to hold information regarding their child at any time. Upon notification of this, all data will be erased immediately. However, as this information is essential in order to be able to offer the services BSD provides, and it would then be impossible for BSD to provide those services, a student would then be unable to continue with the school.

Destroying data

Data regarding your child is kept on record for the entirety of their attendance at BSD classes. Information will be kept on record for one year following your child leaving BSD. All information will then be erased. Information is kept on record for one year after the student lapses so that we can use this information again should the child return to classes, or to forward any exam certificates, or lost property.