

# Buntingford School of Dance (BSD) Ltd

## Data Protection Policy

This Data Protection policy exists in accordance with UK General Data Protection Regulation (GDPR regulation) which is an updated version of the EU GDPR law which came into effect on 25<sup>th</sup> May 2018.

The UK 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 wellbeing of a student

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

### **What information does BSD need and why?**

1. Name, DOB, address, for all students. This is to successfully place a student in an appropriate class.
2. Contact names, addresses and contact telephone numbers for students. For those aged 18 and under this information will be that of the parent/guardian. It will be used to contact a next of kin/parents/guardians in the event of an emergency and to send essential communications, news and information about classes events at BSD.
3. The ethnic origin of a student; to share with Examination Boards, in order that they can monitor and supporting equality of opportunity.
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 or destroyed securely.
2. Electronic data is kept on a dance school specific administrative management software programme, and is password protected. The only people who have access to full information recorded are Philippa McMeechan and Zoe Eaglesfield, BSD School Administrator.
3. The data is gathered via an on-line registration form and uploaded to the admin management programme.

### **Who has access to the information?**

It may be necessary for BSD to disclose student information to a 3rd party, examples of which are:

1. BSD holds regular shows. It is sometimes necessary to obtain licenses and license exemptions from local councils for these shows to comply with Child Work Enforcement regulations. We may

therefore be required to provide the council with a child's name, date of birth, home address and the school that they attend.

2. If student enters a dance examination with us, we are required to provide the relevant examining body with the participants name and date of birth and ethnic origin.

3. Teachers and support staff employed by BSD will have access to essential contact information on a vital interest basis in order that they can act in the best interest of the student as may be necessary. This contact information includes; student's name, name of parents/guardians, contact numbers for parents/guardians & relevant medical information.

### **Your rights**

Every parent/guardian or mature student has the right to know what information is stored. All information access requests should be sent in writing to [admin@buntingfordschoolofdance.co.uk](mailto:admin@buntingfordschoolofdance.co.uk) . This information is provided without charge in the first instance. However, if repeated requests are made then a charge will be made.

Permission for BSD to hold information may be withdrawn at any time. Upon notification of this, all data will be erased immediately. However, as this information is essential to be able to offer the services BSD provides it would then be impossible for BSD to provide those services and a student would then be unable to continue with the school. Essential contact information may be retained in certain circumstances such as an outstanding fees balance or a dispute requiring resolution.

### **Destroying data**

Data is kept on record for the entirety of a student's attendance at BSD classes. Information will be kept on record for 1 year after a student leaves, which will enable us to forward any certificates / lost property etc. All information will then be erased. Should a student return to classes within 1 year, the information we hold will be used to reinstate their enrolment.