



Privacy and General Data Protection Regulation Policy

This privacy notice is in place to inform our customers and students and teachers how we, Let's Dance Academy, may collect, use and protect their personal data. This is a supplemental notice to Let's Dance Academy customers of our policies in place. Staff; current, past and prospective students; and their parents, carers or guardians, are advised to read the full privacy policy.

Who we are:

Let's Dance Academy acts as the data controller for the purpose of Data Protection Law.

Registered Address:

19 Beauchamps, Welwyn Garden City, Herts, AL7 1FG

When do we collect personal data?

GDPR includes 7 rights for individuals

1) The right to be informed

The term 'personal data' is any information relating to an identified or identifiable living individual.

Let's Dance Academy is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's full names, addresses, date of birth, along with any SEN requirements, ethnicity and medical details. We are requested to provide this data to Hertfordshire County Council or the I.S.T.D when entering students for examinations or applying for show, performance or workshop licenses.

Let's Dance Academy 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.

We are committed to being honest and respectful in collecting and using your personal data.

We may collect personal data when you:

- enquire or book into one of our classes
- book onto a workshop
- join the waiting list
- sign up to our e-newsletter
- visit us and/or speak to a member of staff or a volunteer

2) The right of access

At any point an individual can make a request relating to their data and Let's Dance Academy will need to provide a response (within 1 month).

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, Let's Dance Academy has a legal duty to keep children's and parents details for a reasonable time, Let's Dance Academy can retain these records for up to 3 years after leaving the school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records can be kept for 6 years before they need to be erased. This data is archived in a locked cabinet and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Let's 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.

5) The right to data portability

Let's Dance Academy requires data to be transferred from one IT system to another; such as from Let's Dance Academy to the Local Authority, for performance BOPA licences, and dance Associations for examinations. This will be done in a secure manner.

6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing. Parents will be asked to opt in for the newsletter.

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

Automated decisions and profiling are used for marketing-based organisations. Let's Dance Academy does not use personal data for such purposes.

Storage and use of personal information

All paper copies of parent, children's and staff records are kept in a locked filing cabinet at the registered home of Let's Dance Academy. They are then processed onto an encoded program (Thinksmart software), so that they are accessible to the Principal via the Thinksmart software app in the case of an emergency. Basic student details are listed on each teacher registers. These registers are shredded at the end of every term.

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 shredded after the relevant retention period.

Let's Dance Academy collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are kept on Thinksmart software.

Let's Dance Academy stores personal data held visually in photographs or video clips or as sound recordings unless written consent has been obtained via the enrolment form.

GDPR means that Let's 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 written with professional advice, by Let's Dance Academy.

Policy review date: February 2018

This notice

We will update this notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

Questions

If you have any comments or question concerning this notice, please contact becky@letsdanceacademy.co.uk