

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 came 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. Kristi's 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

Kristi's Dance Academy is required to collect and manage certain data. We need to know parents' names, addresses, telephone numbers, and email addresses. We need to know children's full names, addresses, date of birth, along with any SEN requirements.

Kristi's Dance Academy is required to hold data on its Teachers; names, addresses, email addresses, telephone numbers, date of birth, photographic ID such as passport and driver's license 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 held on a central staffing record.

2) The right of access

At any point an individual can make a request relating to their data and Kristi's Dance Academy will need to provide a response (within 1 month). Kristi's 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, Kristi's Dance Academy has a legal duty to keep children's and parents' details for a reasonable time, Kristi's Dance Academy retain these records for 7 years. This data is archived securely and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Kristi'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

Kristi's Dance Academy requires data to be transferred from one IT system to another, such as Dance Associations for examinations, we use secure methods to transmit personal data.

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. Kristi's 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 a locked filing cabinet within Kristi's Dance Academy office. The Principal can have access to these files, but information taken from the files about individual children is confidential, these records always remain on site. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register or medication forms. These documents include data such as children's names, date of birth and addresses. These records are shredded after the relevant retention period.

Kristi's Dance Academy collects an amount of personal data every year including names and addresses of those enquiring or on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Kristi's Dance Academy stores personal data held visually in photographs or video clips or as sound recordings. No names are stored with images in photo albums, displays or on the website.

Access to the Office computer is 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 filing cabinet.

GDPR means that Kristi'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 adapted at a meeting at Kristi's Dance Academy in April 2018. Reviews of this Policy will take place at intervals of 12 months or when changes to the Regulation are made by Parliament.

Kristi Jones
Principal