

Jane Coleman School of Dancing Privacy Policy

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. Jane Coleman School of Dancing 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.

What we do at The Jane Coleman School of Dancing:

- We do not disclose or sell personal data to third parties
- We do not disclose personal data to other members of the School and their families.
- The School uses contact numbers and emails for newsletters, updates, whole school and individual communication, invoices and general information.
- Emergency Parent contact numbers are given to teachers termly for the sole use of emergency contact only.
- Personal data is stored in a locked password encrypted database, email and invoicing system ('Class Manager').
 - 'Class manager' is the School software for the sole use of the School database and is maintained by Jane Coleman School of Dancing.
- Paper registration forms are stored in a secured cabinet and hard copy information is destroyed when appropriate.

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

Access to 'Class Manager', School Email account, Website, personal Data, Social Media Accounts, Newsletters and Examination Details is password protected and is not available to members of the Public or members of the School. The Principal has sole access to all this data.

GDPR includes 7 rights for individuals

1) The right to be informed

The Jane Coleman School of Dancing is registered with the International Dance Teacher's Association (IDTA) and as so, is required to collect and manage certain data. The School collects parent's and or guardian's names, addresses, emergency telephone numbers and email addresses. We also collect children's full names, addresses, date of birth along with any SEN requirements and are stored via a secure electronic system 'Class Manager' and paper registration forms are stored securely.

This is in respect of our Health and Safety and Safeguarding Policies.

The Jane Coleman School of Dancing is required to hold data on its Teachers such as names, addresses, email addresses, telephone numbers and bank details. Information such as Disclosure and Barring Service checks (DBS), personal Public Liability insurance, First Aid Certificate's, Membership details and any qualification's. This information stored via a secure electronic system 'Class Manager' and paper forms are stored securely.

2) The right of access

At any point an individual can make a request relating to their data and The Jane Coleman School of Dancing will need to provide a response (within 1 month). The Jane Coleman School of Dancing 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.

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 The Jane Coleman School of Dancing has a legal duty to keep student and parents details whilst the student is registered at the school. The Jane Coleman School of Dancing retain any records relating to student'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. Self Employed Teaching records will be erased when the member leaves their position. All hard copy information is destroyed.

4) The right to restrict processing

Parents, visitors and staff can object to The Jane Coleman School of Dancing processing their data. This means that records can be stored but must not be used in any way, for example School Newsletters, General Emails about School news and updates and 'Class Manager' text service. In this situation, The School has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parents responsibility to ensure they are informed about the Termly event's happening at the School.

5) The right to data portability

The Jane Coleman School of Dancing requires data, for example registration forms to be transferred from student, to teacher, to School Principal. The School also require's to provide data such as student DOB and exam pin number's to be able to enter students in IDTA Exams. In this case 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. Jane Coleman School of Dancing does not use personal data for such purposes.

This Policy was issued by the principals of The Jane Coleman School of Dancing in September 2020

Annual review date: September 2026