

GENERAL DATA PROTECTION REGULATION POLICY

GDPR states that personal data should be processed fairly and lawfully and collected for specified, explicit and legitimate purposes and that individuals data is not processed without their knowledge and is only processed with their explicit consent.

Nottingham Theatre Dance School is committed to protecting the rights and freedoms of individuals with the respect to the processing of children's, parents, visitors and staff personal data.

GDPA includes six rights for individuals ...

* The right to be informed.

Nottingham Theatre Dance School is a registered Performing Arts provider with IDTA and as so, is required to collect and manage certain data. We need to know parents' names, addresses, telephone numbers, email addresses; we need to know children's' full names, addresses, date of birth and any medical conditions; as an employer Nottingham Theatre Dance School is required to hold data on its teachers - names, addresses, telephone numbers, date of birth, national insurance numbers, bank details - this information is also required for Disclosure and Barring Service checks (DBS).

* The right of access ...

At any point an individual can make a request relating to their data and Nottingham Theatre Dance School will provide a response within one month.

* The right to erasure ...

You have the right to request the deletion of your data, Nottingham Theatre Dance School has a legal duty to keep children's and parents details for a reasonable time - 1 year after leaving, children's accident/injury records until the child reaches 21 years of age for child protection records, staff records must be kept for 6 years after leaving employment ... this information will be shredded after the legal retention period.

* The right to restrict processing ...

Parents, visitors and staff can object to Nottingham Theatre Dance School processing their data. This means that records can be stored but must not be used in any way.

* The right to data portability ...

Nottingham Theatre Dance School requires data to be transferred from us to other organisations we use such as Local Authority for BOPA Licences, Dance Festivals and IDTA for examinations, these recipients use secure file transfer systems and have their own GDPR policies in place.

* The right to object ...

Parents, visitors and staff can object to their data being used for certain activities for example marketing.

STORAGE AND USE OF PERSONAL INFORMATION

All paper copies of children's and staff records are kept in a locked filing cabinet at Nottingham Theatre Dance School studios in Carlton Square. Only the Principal Teacher and Staff have access to this information and these records remain on site at all times. These records are shredded after the retention period. Information about individual children is used in certain documents ie weekly register, IDTA, Festivals, BOPA Applications and contain only the children's name and age - these records are shredded after the relevant retention period.

Nottingham Theatre Dance School stores personal data held visually in photographs or video clips or as sound recordings unless written consent has been obtained to exclude a child. No names are stored with images in photo albums, displays, on the website or on Nottingham Theatre Dance Schools' social media sites.

This policy was adapted at Nottingham Theatre Dance School in May 2018.

NOTTINGHAM THEATRE DANCE SCHOOL LTD

GENERAL DATA PROTECTION REGULATION POLICY

Please read our policy on the STUDIO NOTICE BOARD and confirm your consent by signing and returning this form by 31 May 2018.

HOW WE USE YOUR DATA

" FOLLOWING REGISTRATION, YOUR DATA IS HELD ON A PASSWORD PROTECTED DATABASE WHICH IS ONLY ACCESSIBLE BY THE PRINCIPAL. THE PAPER REGISTRATION FORM WILL BE HELD ON FILE BY THE PRINCIPAL UNTIL THE STUDENT LEAVES THE DANCE SCHOOL. AT THIS TIME, THE REGISTRATION FORM WILL BE DESTROYED AND THE STUDENT REMOVED FROM THE DATABASE.

" NOTTINGHAM THEATRE DANCE SCHOOL WILL NOT PASS ON ANY PERSONAL DETAILS TO A THIRD PARTY UNLESS IT IS IN THE STUDENTS INTEREST, IE FOR EXAMINATION OR FESTIVAL ENTRY.

" EMERGENCY CONTACT INFORMATION WILL BE AVAILABLE ON THE CLASS REGISTER FOR THE CLASS TEACHER IN CASE OF EMERGENCY.

" IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO ENSURE THAT WE HAVE THE CORRECT DETAILS FOR YOU AND THE STUDENT, AND KEEP US UPDATED OF ANY CHANGES TO CONTACT DETAILS OR HEALTH DETAILS.

" SHOULD YOU WISH TO SEE THE DATA WE HOLD FOR YOU, PLEASE ASK THE PRINCIPAL. THE DATA WE HOLD FOR YOU WILL BE THEN BE SHARED WITH YOU WITHIN 7 DAYS.

PHOTO/VIDEO PERMISSION

It would help us greatly if you would tick the following where you consent to the use of yours/the students data imagery:

PUBLICITY

Paper based documents - [Yes] [No]

Internet media - [Yes] [No]

Social media - [Yes] [No]

Electronic documents - [Yes] [No]

Video / DVD - [Yes] [No]

News media - (eg newspaper items) [Yes] [No]

I grant permission for NOTTINGHAM THEATRE DANCE SCHOOL LTD use my data for the purposes stated above and to use video and take/use photographs of my child whilst rehearsing, performing and in class. I authorise NOTTINGHAM THEATRE DANCE SCHOOL LTD to copyright, use and publish the same in print and / or electronically, including for such purposes as publicity, illustration, advertising and web.

Please read / sign and return this page along with your updated Registration Form by 31st May 2018

STUDENTS NAME

PARENT / GUARDIAN SIGNATURE DATE

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