



The Knight's Academy of Dance
The Mick Jagger Centre
Shepherds Lane
Dartford
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Statement

GDPR Stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and will come 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 individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. The Knight's Academy of Dance 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.

The Knight's Academy of Dance is registered with the Imperial Society of Teachers of Dancing (ISTD), LAMDA and IDTA. If a child is entered for a dance exam under the dance schools name, details of your child's name & date of birth will be passed onto the Examination Board to register your child with a unique pin number. Your child will keep this pin number for every dance exam they take.

The Knight's Academy of Dance offer many performance opportunities where a BOPA licence is required by the local authorities. If your child participates in a performance, competition or showcase under The Knight's Academy of Dance, details of your child's name, date of birth, postcode, county, parents telephone number will be passed onto the Local Council to qualify for a licence to perform.

GDPR includes 7 rights for individuals:

1. The right to be informed.

The Knight's Academy of Dance is registered with the ISTD, LAMDA and IDTA and as so is required to collect and manage certain data. I need to know parent's names, telephone numbers & email addresses. We need to know children's full names, dates of birth and any medical requirements/ SEN requirements. We are requested to provide some of this data to the required Examination Board when your child is taking an examination. This information is all sent via a secure electronic file transfer system.

The Knight's Academy of Dance offer many performance opportunities where a BOPA licence is required by the local authorities. We need to know details of your child's name, date of birth, postcode, county, parents telephone number will be passed onto the Local Council to qualify for a licence to perform. This information is all sent via a secure electronic file transfer system.

The Knight's Academy of Dance will be required to collect certain details from anyone wishing to attend at trial class. We will require the visitors name, date of birth and any medical information, along with the parent's name, email address and phone number. This is in respect of our health and safety and safeguarding policies. If the visitor doesn't wish to join The Knight's Academy of Dance these details will be destroyed within two weeks of their visit.

As an employer, The Knight's Academy of Dance is required to hold data on its teaching staff, this includes; names, addresses, telephone numbers, photographic ID (such as passports and driving licenses) & bank details. The information is also required for Disclosure and Barring service checks (DBS) and proof of eligibility to work in the UK. This information will be held in a locked filing cabinet and will be destroyed 6 years after the teacher

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decides to stop teaching for The Knight's Academy of Dance.

The Knight's Academy of Dance uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

2. The right of access

At any point, an individual can make a request relating to their data and The Knight's Academy of Dance will need to provide a response with one month. The Knight's Academy of Dance can refuse a request, if they 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 our 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. The Knight's Academy of Dance has a legal duty to keep children's and parent's details for a reasonable time. The Knight's Academy of Dance will retain these records for 3 years after a child leaves the school. Any children's accident and injury records will be kept on file 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 must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely in a locked filing cabinet and is shredded after the legal retention period.

4. The right to restrict processing

Parents and staff can object to The Knight's Academy of Dance processing their data. This means that records can be stored but must not be used in any way, for examples reports or for communications.

5. The right to data portability.

The Knight's Academy of Dance is registered with the ISTD, LAMDA and IDTA, they may require some of your child's information if they are going to be entered for a dance exam. This information will be sent using a secure file transfer system. The ISTD 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. The Knight's Academy of Dance does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's enrolment forms and staff records are kept in a locked filing cabinet, information is uploaded onto The Knight's Academy of Dance computer software and telephone which are both password protected. Stacey Knight (Principal of The Knight's Academy of Dance) has access to this information. Members of staff will have access to children's emergency contact information and any medical information they should be aware of, these details will be used in the staff's registers. All of this information will be shredded after the relevant retention period.

The Knight's Academy of Dance collect a large amount of personal data every year including; names, addresses, phone numbers and email addresses of those on the waiting list. These records are shredded if the child does not attend, or added to the child's file and stored appropriately.

The Knight's Academy of Dance stores personal data held visually in photographs or video clips or as sound recordings, this consent has been obtained via the enrolment form.

Access to The Knight's Academy of Dance computer is password protected. Stacey Knight is the only member of staff to have access to this computer. The Knight's Academy of Dance mobile phone is also password protected and Stacey Knight is the only member of staff to have access to this computer. Any portable data storage used to

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store personal data e.g. USB memory stick, are also password protected and/ or stored in a lock cabinet.

GDPR means The Knight's Academy of Dance must:

- Manage and process personal data properly
- Protect the individual's right to privacy
- Provide an individual with access to all personal information held on them.

The Knight's Academy of Dance staff and teachers may take photographs or videos during dance lessons, these will only be used for the teacher to remember the choreography/ spacing of dances, they are not shared with an outside person and will be deleted within 3 months of filming.

This Policy was adapted at a meeting at The Knight's Academy of Dance in April 2018