



General Data Protection Regulations 2018

In accordance with the GPDR Statement.

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and comes 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. Flipside Dance School 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.

During the Coronavirus pandemic only the information we hold on file will be used by the School principal and school secretary to contact families as part of our track and trace procedure.

Data will not be shared or disclosed

What we do at Flipside Dance School:

- 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 Membermeister, a locked password database.
- Paper registration forms are stored in a secured filing closet at the School's dance building.
- Hard copy information is destroyed via secure information shredding service.

Information about individual children is used in certain documents, such as, a weekly register and medication information. 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.

Flipside Dance School collects a large amount of personal data every year including; names and addresses, birthdates and medical information. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Flipside Dance School stores personal data held visually in photographs or video clips or as sound recordings. No names are stored with images in photo albums, displays, on the website or on Flipside social media sites.

Access to Membermeister, School Email account, the Flipside Dance website, personal data, and Social Media Accounts Details is password protected and are not available to parents or friends of Flipside Dance School. The Principal, and the DSL have access to this data. The Principal, the DSL and the Flipside secretary have access to School Email accounts only for necessary administration purposes. When a member of staff leaves The School, these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing closet.

GDPR includes 7 rights for individuals

1) The right to be informed

Flipside Dance School 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 childrens' full names, addresses, date of birth along with any SEN and medical requirements and are stored via a secure electronic system, Membermeister, and paper registration forms are stored in a secured filing cabinet at the School's office.

In respect of our Safeguarding Policies and as an Employer of Self Employed practitioners, Flipside Dance School is required to hold data on its teachers such as name, addresses, email addresses, telephone numbers and bank details along with 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 is stored via a secure electronic system, Membermeister, and paper forms are stored in a secured filing closet at the School's dance studio.

2) The right of access

At any point, an individual can make a request relating to their data and Flipside Dance School will need to provide a response (within 1 month). Flipside Dance School 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, Flipside Dance School has a legal duty to keep student and parent's details for a reasonable time*. Flipside Dance School 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 of leaves their position. All hard copy information is destroyed via secure information shredding service.

* Flipside Dance School holds personal data while the student is registered at the School. The School requires a written notice to leave the School to put into cation the erasure of your data. If records of this are not found, The School will continue to use your data for School purposes only.

4) The right to restrict processing

Parents, visitors and staff can object to Flipside Dance School 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 the School's news and updates. In this situation, The School has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parent's responsibility to ensure they are informed about the termly event's happening at the School.

5) The right to data portability

Flipside Dance School requires data for example, registration forms to be transferred from student, to teacher, to School Principal.

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. Flipside Dance School does not use personal data for such purposes.

This document was reviewed and updated in September 2020 and is correct at the time of publishing.