



Andrea Taylor School of Dance

Principal Andrea Taylor RAD RTS ARAD

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DATA PROTECTION POLICY

This notice is to help you understand why it is important in our primary function of providing classes to students, that Andrea Taylor School of Dance is allowed to collect personal information about you/your child and what we do with that information. It also explains the decisions that you can make about your/your child's own information.

DATA PROTECTION OFFICER

The Andrea Taylor School of Dance Principal:

Andrea Taylor

Telephone: 07726270415

Email: atschoolofdance@outlook.com

is the person responsible at our school for managing how we look after personal information and deciding how it is shared. To comply with the General Data Protection Regulation we will let you know what information you have a choice in sharing with us, we need to keep your/your child's information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly treat the information we get fairly. Andrea Taylor can answer any questions which you may have.

WHAT IS PERSONAL INFORMATION?

Personal information is information that identifies you/your child as an individual and relates to you/your child.

This includes your child's:

- Personal information (such as name and date of birth);
- Next of kin (such as name/s and emergency contact number/s);
- Relevant medical information;
- Attendance information (such as dates of attendance/absence and reason for absence);
- Assessment information (such as examination results).

It also includes your (parent/carer's or students over 16 years of age):

- Contact details (such as name, address, telephone number and email address).

Photos and video recordings of you/your child are also personal information.

HOW AND WHY DOES THE SCHOOL COLLECT AND USE PERSONAL INFORMATION?

The school's primary reason for using your/your child's personal information is to provide dance educational services to you or your child. We obtain information about you/your child from enrolment forms, examination forms, show forms, as well as through other forms of communication.

We set out below examples of the different ways in which we use personal information and where this personal information comes from:

1. We may have information from enrolment forms and other forms of communication, about any family circumstances which might affect yours/your child's welfare, health or happiness, or indeed relevant medical information relating to you/your child. This is so we can comply with child protection policies, as well as being able to provide correct pastoral care.
2. We may take photographs or videos at school events or during weekly classes to use on social media, for marketing purposes and for use on the school website and social media sites. This is to show prospective parents/carers and students what we offer and to advertise the school. We may continue to use these photographs and videos after your child has left the school.
3. We may use your contact details (email or address) provided on enrolment forms and other forms of communication, to send you information and keep you up to date with

what is happening at the school. For example, by sending you information about shows, examinations, workshops and other events and activities taking place, as well as the school newsletter. We may also use them to send out examination results and certificates in the event they cannot be collected in person. And importantly, we may also use contact details in the case of emergencies (phone) or short notice timetable changes/ cancellations (email, phone or text).

4. We may collect personal information about you/your child on enrolment forms or other forms of communication in order to support learning by ensuring students are in the correct class for their age/ability.
5. We may process financial information about you from invoices and online banking receipts in relation to the payment of fees and recording said payments.
6. Your/your child's name will show on screen whilst taking part in online classes, and is therefore immediately shared with other participants during that class. The name is there for identification and registering purposes. Classes are not recorded unless prior consent is given from each participant/their parent/carer.

SHARING PERSONAL INFORMATION WITH THIRD PARTIES

We do not share information about you/your child with anyone without consent, unless the law or our policies allow us to do so.

Andrea Taylor School of Dance does not share information with third parties; however there are some instances where the sharing of information is crucial to the running of our business, for instance:

1. We may share information with dance examination organisations (The Royal Academy of Dance or The Imperial Society of Teachers of Dancing) to facilitate submitting candidates for examination and assessment purposes (name, date of birth, gender and for vocational exams height and contact number).
2. In accordance with our legal obligations, we may share information with local authorities for example, where we have any safeguarding concerns. On occasion, we may need to share information with the police.

3. We may also need to share information with our legal advisers for the purpose of obtaining legal advice.
4. We may share some information with our insurance company, for example, where there is a serious incident at the school.
5. If you have unpaid fees while you/your child is at the school, we may share information about this with the courts and legal advisers in order to recover any overdue monies.
6. We may share information about you/your child with others in your family, such as another parent/carer or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal obligations, or in connection with school fees. We may need to share information if there is an emergency, for example, if you or your child is hurt whilst on school premises.

PHOTOGRAPHS, VIDEOS AND ONLINE CLASSES

Andrea Taylor School of Dance may use photographs/videos/recordings from shows, performances and classes (including online classes) as educational aids or reproduced for marketing purposes both in print and on its website/social media sites. You/your child may choose if you do not wish to be depicted. No staff member will keep photographs of students on their phone.

SOCIAL MEDIA

Andrea Taylor School of Dance regularly share photographs/videos of students in workshops, events and performances through social media platforms including, Facebook, Instagram and email. These will never be shared with any identifying information, except for first names with prior consent. You/your child may choose if you do not wish to be depicted.

No staff member will befriend students under the age of 18 years, through their personal accounts on social media sites whilst the students are taking classes at the school.

LEGAL GROUNDS FOR USING YOUR INFORMATION

This section contains information about the legal basis that Andrea Taylor School of Dance are relying on when handling your/your child's information.

LEGITIMATE INTERESTS

This means that the processing is necessary for legitimate interests, except where the processing is unfair to you/your child. The school relies on legitimate interests for most of the ways in which it uses your/your child's information. Specifically, the school has a legitimate interest in:

- Providing dance educational services to you or your child;
- Safeguarding and promoting the welfare of you/your child (and other children);
- Promoting the objects and interests of the school. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school fees are due;
- Facilitating the efficient operation of the school;
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, your/your child's personal information may be processed for the legitimate interests of others.

If you object to us using your/your child's information where we are relying on our legitimate interests as explained above, please speak Data Protection Officer.

NECESSARY FOR A CONTRACT

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress, inform you of forthcoming events and so that we can contact you if there is a concern.

LEGAL OBLIGATION

Andrea Taylor School of Dance may need to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

VITAL INTERESTS

For example, to prevent someone from being seriously harmed or killed.

Or to protect the vital interests of any person where that person cannot give consent, for example if they are seriously hurt and are unconscious.

LEGAL CLAIMS

The processing of information is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

MEDICAL PURPOSES

This includes medical treatment.

SENDING INFORMATION TO OTHER COUNTRIES

Andrea Taylor School of Dance does not send your/your child's information to other countries.

COLLECTING AND STORING OF PERSONAL INFORMATION

We collect and use personal information under a contract basis for general purpose (as per Article 6 and Article 9, GDPR 25th May 2018). The majority of personal information is collected through our enrolment process before entry into our classes; it is essential for the running of our school and therefore mandatory.

We may ask for your consent to use your/your child's information in certain ways. If we ask for your consent to use your/your child's personal information you can take back this consent at any time. Any use of your/your child's information before you withdraw your consent remains valid. Please speak to the Data Protection Officer if you would like to withdraw any consent given.

Data received through the enrolment process is manually uploaded into our database software. Access to this software is password protected and only available to our Data Protection Officer. Any personal information kept in paper form, for example examination reports sent by examination organisations, are kept in a locked filing system, only accessible by our Data Protection Officer.

FOR HOW LONG DO WE KEEP PERSONAL INFORMATION?

Andrea Taylor School of Dance keep your/your child's information for as long as we need to in order to educate and look after you/your child, usually for the duration of attendance at the school. When students leave classes, information is safely deleted or destroyed, except in the event of you making a complaint when we will keep some information so that we can

communicate and solve any issues. Another exception is examination results which are kept for record.

In very exceptional circumstances we may keep your/your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law. We can keep information about you/your child for a very long time or even indefinitely if we need this for historical research or statistical purposes, for example if we consider the information might be useful if someone wanted to write a book about the School.

WHAT DECISIONS CAN YOU MAKE ABOUT YOUR INFORMATION?

From 25th May 2018 data protection legislation gives you a number of rights regarding your information; some of these are new rights, whilst others build on your existing rights.

Your rights are as follows:

- You can also ask what information we hold about you/your child and be provided with a copy. We will also give you extra information, such as why we use this information, where it came from and what types of people we have sent it to;
- If information is incorrect you can ask us to correct it;
- You can ask us to delete the information that we hold about you/your child in certain circumstances, for example where we no longer need the information;
- You can ask us to send you, or another organisation, certain types of information about you/your child in a format that can be read by computer;
- Our use of information about you/your child may be restricted in some cases, for example if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- You can object to the processing of personal information that is likely to cause, or is causing damage or distress;
- You can prevent us from using your/your child's personal information to send you direct marketing;
- You can claim compensation for damages caused by a breach of the Data Protection Regulations.

FURTHER INFORMATION AND GUIDANCE

The Principal of Andrea Taylor School of Dance can give you more information about your data protection rights.

Please speak to Andrea Taylor if you object to us using your/your child's information for marketing purposes and to send you information about school events. We will stop using your/your child's information for marketing purposes if you tell us not to; or you would like us to update the information we hold about you/your child; or you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your/your child's personal information, you can contact the Information Commissioner's Office – www.ico.org.uk.

We are committed to reviewing our policy and good practice annually.

The policy was last reviewed on: 7th November 2021

Name: Andrea Taylor

Job Title: Principal and Teacher

Signature: *Andrea Taylor*