

The Brenda Key School of Dance

Established in 1972

DATA PRIVACY

This policy explains what information we gather from you and why - and also how it is used and stored.

Registration

The School is registered and subscribes to the e-newsletter Notification of the Information Commissioner of the General Data Protection Regulation. This registration information is available on a public register. Registration is renewed annually. The Registration Entry document details all the notified purposes why the School retains data.

General Data Protection Regulation

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, the School must comply with the following eight General Data Protection Regulation Principles. In summary these state that Personal Data shall:

- be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met;
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;
- be adequate, relevant and not excessive for those purposes;
- be accurate and kept up to date;
- not be kept for longer than is necessary for that purpose;
- be processed in accordance with the data subject's rights;
- be kept safe from unauthorised access, accidental loss or destruction; and
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for Personal Data.

The School recognises that the General Data Protection Regulation includes written and printed material; not just electronic data.

What Information We Gather and Why

We gather information including your home address and email address so that we may issue invoices and include you on our mailing lists for both targeted information regarding your child's(rens) class(es) and also to keep you updated with wider Brenda Key School of Dance (BKSOD) school news.

We gather alternative contact names and telephone numbers, together with details of your child's(rens) allergies and/or medical conditions in order that we can appropriately care for your child in loco parentis and have a suitable means of contacting you in the event of an accident, sickness or other emergency.

We gather your child's(rens) full name(s) and date(s) of birth in order to offer them a place in an appropriate class and to enter them for exams with either the RAD or the ISTD.

With parental consent, we may use photography or film footage both internally and externally; these images could be used in print and digital media formats including print publications, websites, e-marketing, posters, banners, advertising, film, social media, teaching and research purposes. Some images or recordings may be kept permanently once they are published as an archive of the school only with parental consent.

How Is The Information Used and Stored

The information we gather from you is stored within our email account and also on a computer software system taking all proportional steps to safeguard your data from unauthorised access. All levels of access are individually password protected.

Registers may be printed in order to allow our teachers to record attendance each week. Weekly attendance must be recorded not only to be aware of progress made in class, but also to act as a checklist in the event of a fire or emergency evacuation. All registers are disposed of securely.

For ballet, tap dance and modern theatre pupils, your child's full name(s) and date of birth will be shared with either or both the RAD and ISTD in order for them to be issued with a candidate PIN and entered for dance exams. We keep electronic copies of exam results from the RAD and ISTD. All hard copies of exam timetables and any related documents are disposed of securely once the exam session has ended.

We will process your confidential information only for the business purposes mentioned above. The data will be stored securely, for no longer than is necessary and solely for the completion of BKSOD business activities.

Should you wish to withdraw your consent at any other time, please send a request by email to: brendakeyschool@gmail.com .