

Hertsmere Academy of Dance & Performing Arts

General Data Protection Regulations (GDPR) (EU) 2016/679

Privacy & Data Protection Policy

Hertsmere Academy of Dance & Performing Arts is committed to protecting and respecting your privacy. This Privacy Notice explains:

- how, when and why we collect personal information
- how we use the information
- how long we keep it
- when and how we may share it with others
- how we keep it secure, and
- your privacy rights

We only use personal information if we have an appropriate reason (lawful basis) to do so and this includes sharing information outside of Hertsmere Academy of Dance & Performing Arts to Third Parties related to the business.

HOW WE COLLECT THE INFORMATION FROM YOU

We may obtain information about you when you:

- complete an online enquiry form
- speak to us on the telephone or in person
- email us
- visit our website
- make a payment or donation
- make a booking for a class or workshop
- complete our Emergency Form (paper version)
- sign up to a mailing list

(The above list is representative, not exhaustive.)

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

Parent/Customer Information	Student Information
<ul style="list-style-type: none"> • name • address • email address • telephone 	<ul style="list-style-type: none"> • name • address • email address • date of birth • telephone number • medical information • doctors surgery • dance experience/level and training • IP address & information on the web pages. (Please see Website Data/Cookie Policy) • photography and film consent • emergency contact information

The Emergency detail form is a requirement to ensure best practices and safeguarding. It is also a consent form for parents to be fully aware of our policies and their responsibilities. Information is primarily collected this way and Hertsmeire Academy of Dance & Performing Arts holds personal information relating to all current students. These Emergency detail/consent Forms are held as paper files.

Hertsmeire Academy of Dance & Performing Arts will also have records of any correspondence between ourselves and parents, exam boards and any regulatory bodies we may be legally required to work with. This information will be held on paper or on a secure data base.

HOW IS YOUR INFORMATION USED?

To process your registration & ensure you receive related information.

- Deal with entries for an examination with Examination Boards.
- Create and send invoices for services (including debt collection via third party)
- Share information with police and emergency services, where there are safeguarding concerns or in an emergency situation
- Seek your views or comments on the services we provide;
- Notify you of changes or confirmation of our services;
- Handle an enquiry or complaint you have made
- Contact your nominated contact in an emergency situation
- Treat you in an emergency first aid situation
- Ensure that relevant discount is applied to your account
- Create registers to share with teachers and assistants (members of staff)
- Register you for a performance/event such as a (Government BOPA license)
- Prove that we have gathered consent from you

WHAT IS THE LAWFUL BASIS FOR PROCESSING MY YOUR INFORMATION?

Your Information	Circumstances	Lawful Basis
Name, telephone number, address and email address	To process your registration and ensure you receive information related to the Dance School	Contract
Name, address, email address, telephone number and DOB.	To process your registration and ensure you receive information	Contract
Medical information & Doctors Surgery	To establish any medical information that organisers or teachers should be aware of and treat you in an emergency first aid situation	Consent
Emergency contact name, number and relation to you	Contact your nominated contact in an emergency situation	Contract
Dance experience/level and training	To ensure that you are placed in the correct level of class	Contract
Photography and film consent	For future marketing and record of events	Consent

Hertsmere Academy of Dance & Performing Arts offer several methods in which to contact us, ie. Email, Phone, Post or in person, therefore a client can choose their preferred method of contact and how they give us their initial information.

We use the contact details parents provide us to communicate with them about their child and the classes they attend. Our preferred and more efficient form of communication is by email or a paper version as it can contain large amounts of school information and be used as a form of reference. If you have a preferred method of contact or if these details change, please let us know.

Teachers hold registers with a list of children attending the classes they teach. They will also have contact details for the relevant responsible adult for those children, to use should the need arise.

During shows/events children and adults that take part will have their names displayed in a show programme unless asked not to.

Following our own and the NSPCC Safeguarding policy. Seeking the 'subjects' permission or knowledge that a photograph is being taken is paramount. Hertsmere Academy of Dance & Performing Arts also seeks written consent from parents that photographs can be taken for our business and parents will have access to them. Parents also give consent or even advise of what they want written about their child's success for publication. (More information about photography on our Policy Page/Terms & Conditions).

Open/Public events should supply their own data/privacy protection, so we cannot be liable for what happens outside of the school.

We require prior consent/permission to give Exam boards a child's full name and date of birth when we submit them for exams.

We currently hold a database of those parents who have helped out at events and their DBS numbers if they have one. This information is held as both paper and electronic data.

Sometimes we are required by law to apply for a performance licence from the local authority. To comply with the law, we must give the relevant authority the full name and district of any minors taking part in the performance. We are also required to provide the names and DBS numbers of those adults who are listed as chaperones/helpers. These are legal requirements and as such specifically allowed under the GDPR. These BOPA licences are there to protect minors and regulate the hours and conditions that children perform under.

Although Hertsmere Academy of Dance & Performing Arts take care in the studio to maintain privacy and to make sure students and Parents follow the terms and conditions, we cannot be responsible for what other parents / persons may share on their social media, whether by word or photos. If a parent sees something inappropriate, that shares personal data this should be taken up immediately with the person directly and the school informed about any activity of this nature.

HOW DO WE HOLD YOUR DATA?

Registration/Emergency forms are held as a paper database for reference and correspondence may be held as paper files or electronic as appropriate.

- All computer files are password protected and held on devices that also require a password to access
- Any electronic database is held on an external drive in a secure locked storage and data is not stored on a computer or device connected to the internet.
- Paperwork is held in a physically secured locked storage when not in use.
- Emails are secure with a password and Firewall.

When you give us personal information, we take the necessary steps to ensure that it's treated securely. While we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, via email for example and you do so at your own risk.

Once we receive your information, we make all reasonable efforts to ensure its security on our systems.

HOW LONG IS YOUR INFORMATION KEPT?

We review how long we keep personal information on a regular basis. Data is only stored for as long as needed, after which it is destroyed/safely disposed of.

We are legally required to hold some types of information to fulfil our statutory obligations, for example, all financial records are held for 7 years. In other areas of the business we hold your personal information on our systems, only for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.

Students who put their dance classes on hold due to illness or injury will be kept unless otherwise informed by parents. If they do not return after 6 months then the registration form will be destroyed.

The registration forms of children who undertake trial a class will be destroyed at the end of the term they had their trial if they decide not to join the dance school.

We will also periodically review the data we hold electronically and delete any that we no longer have a legitimate need for.

WHO HAS ACCESS TO YOUR INFORMATION?

We DO NOT sell or rent your information to other organisations.

We DO NOT buy or rent information from other organisations.

We may pass your information to third party service providers, agents, subcontractors or other associated organisations. This is only done when stated and for the purposes of completing tasks and providing goods and services to you on our behalf.

When we do this, we disclose only the personal information that is necessary to deliver the service and we have an agreement in place that requires them to keep your information safe and secure and not to use it for any other purpose.

Please be reassured that Hertsmere Academy will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud, safeguarding concerns or other crime. In all other instances, we would only share your information with another party, if you have given your explicit permission to do so.

THIRD PARTY PROVIDERS

We make certain personal information available to third parties who provide services to us on a 'need to know basis' and in accordance with applicable data privacy law.

For example, some personal information will be available to third party companies who provide us with:

- Services in relation to criminal record screening, e.g. Due Diligence Checking Ltd
Auditors, advisors, legal representatives and similar agents in connection with the advisory services they provide to us for legitimate business purposes and under a contractual prohibition of using the personal information for any other purpose.
- Hertfordshire County Council, Child Licensing Dept. (BOPA Licensing)
- Examination Board: Trinity College London
(Privacy Policy - <https://www.trinitycollege.com/site/?id=3673>)
- Examination Board: Royal Academy of Dance
(Privacy Policy - <https://www.royalacademyofdance.org/privacy-notice>)
- Examination Board: Imperial Society of Teachers of Dance ISTD
(Privacy Policy - <https://www.istd.org/privacy-policy/>)

QUESTIONS, YOUR CHOICES AND CONTACT INFORMATION

Any questions regarding this Privacy Notice or If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at cj.danze@hotmail.co.uk or call us on 02082073980 to discuss any information.

PRIVACY NOTICE REVIEW

Hertsmere Academy of Dance & Performing Arts will review this notice annually or as and when changes in legislation or internal procedures require it.

Hertsmere Academy