



# GDPR POLICY

## General Data Protection Regulation

**JCADA respects the information we hold about our students and we take the security of information very seriously.**

### **What information we collect from you**

When you enrol into JCADA you need to complete an enrolment form which provides us with personal information including:

- Pupil's full name
- Gender
- Name of pupil's parent/guardian if aged under 18
- Pupil's date of birth
- Landline, mobile and emergency contact numbers
- Postal address
- Email address

### **How we use your personal information**

Data Protection states we are only allowed to use and share your personal data only where we have a proper reason to do so. We do not sell personal data to third parties. We do not disclose personal data to other members of the school.

*Below is a list of ways in which we may use your personal information.*

1. For contact in case of emergency in respect of dance school business only.
2. Notifying you about class updates or any forthcoming events (e.g exams, shows).
3. To send fee payment reminders.
4. Pupil names are used for attendance registers.

### **When we may share information about our pupils**

1. If an examination is taken we are required to provide the pupils full name, age/date of birth and gender.
2. When taking part in performances we may need to apply to local education council authorities to obtain a Body of Persons License. In order to obtain this we will need to submit your child's name and date of birth AND address.
3. When participating in competitions/festivals we are required to submit the pupil's name and age.
4. We will share names of our pupils on show programmes however this is in the format of initial and surname only (e.g J Clarke).

### **How long we keep your information**

The length of time we will keep your information is the length of time you/your child is enrolled at JCADA. When a pupil withdraws from the academy, their enrolment form will be confidentially shredded. Enrolment forms are kept in a locked cupboard, accessible only by JCADA staff.

### **Photos and video clips**

Photographs and video clips of dancers are stored on a password protected device and will never be shared without parent permission. JCADA will never share a photo or video footage of a dancer on their website or social media pages accompanied by the pupil's full name.

### **Your rights**

*You are entitled to request the following*

Right of access – to request access to your personal information and information about how we process it.

Right to rectification – to have your personal information corrected if it is inaccurate and to have incomplete personal information completed.

Right to erasure (also known as Right to be Forgotten) – to have your personal information erased.

Right to restriction of processing- to restrict processing of your personal information.

Right to object – to object to processing of your personal information.

**This policy is reviewed annually. Next date for review: 9th August 2022**

**J CLARKE**