

THE BRISTOL SCHOOL OF DANCING

DATA PROTECTION

The Bristol School of Dancing is committed to the privacy and security of personal information that is collected about students and their parents. This privacy notice describes how we collect and store personal data, who we share personal data with and how it complies with the General Data Protection Regulation.

Felicity Redgrave, Principal, is appointed as Data Protection Officer and is therefore responsible for the safe storage of information relating to our students and parents. The Bristol School of Dancing is a 'data controller'. This means we are responsible for deciding how we hold and use personal information about students and their parents. We are required under data protection legislation to notify you of the information contained in this privacy notice.

Data Protection Principles

The Bristol School of Dancing complies with data protection Law. This means information stored must be:

- Used lawfully, Fairly and in a transparent way
- Kept Securely
- Collected only for valid purposes
- Accurate and kept up to date
- Kept only for as long as necessary

Students

Personal Data or personal information means any information about an individual from which that person can be identified. We collect the following information from our students:

- Full Name
- DOB
- Address
- Any medical conditions or allergies
- Accident Forms
- Photography/filming consent is automatically given upon enrolment at the School unless permission is withdrawn either in writing or verbally

- Ethnicity- for dance examinations
- School if applicable

Parents/Guardians

We collect the following information from parents/guardians:

- Name
- Emergency Contact Telephone numbers
- Address
- Email Address

How we use this information

- We collect the above data to use in case of emergencies. For example, a parent/carer needs to be contacted during their child's lesson.
- We will use this data for use of dance exams entries
- We may use this information for festival entries once the consent of a parent/guardian has been obtained
- Staff working in branches will require a student's information in order to make informed decisions about examination entries, performance opportunities and to be able to contact parent/guardian in case of emergency

Who we share this information with (Third Parties)

- Local Authorities for any performance requirements which may require a licence
- We may share this information with examination boards such as The Royal Academy of Dance and the Imperial Society of Teachers of Dancing

All third party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data Retention

We will only retain your information for as long as necessary to fulfil the purposes we collected it for. We will only keep personal contact forms for students for a maximum of SIXTH months after the student has ceased to be registered at The Bristol School of Dancing.

Individual Rights

Our Students and parents are entitled to the following rights under GDPR.

- The right to be informed of how we use your personal data.
- The right to request access to your personal data. This enables you to have a copy of the personal information we hold about you.
- The right to request correction of the personal information we hold about you.
- The right to request erasure of your personal information.
- The right to restrict processing of your personal data.
- The right to data portability.
- The right to object.

You have the right to review your personal data and request any of the above. If you wish to do so please contact the data manager as stated above.

We reserve the right to update the privacy notice at any time and we will provide you with a new updated privacy notice. If you have any questions about this privacy notice please contact the school Office by email:

info@thebristolschoolofdancing.co.uk

Signed 

Role Principal

Date 11-08-2020