



## **Dance-Worx's Data Protection Regulation Policy**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Dance-worx's is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Dance-Worx's is registered with the ICO (Information Commissioners Office)

### **GDPR includes 7 rights for individuals**

#### **1) The right to be informed**

Dance-Worx's is a registered with Companies house and a member of the UKA and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth along with any SEN requirements. We are requested to provide this data Bromley & Kent Council, UKA & other performing council areas; this information is sent via email or post.

As an employer Dance-Worx's is required to hold data on its Teachers; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. DBS Numbers and date of issue on our office laptops and is shared with the schools we work in.

#### **2) The right of access**

At any point an individual can make a request relating to their data and Dance-worx's will need to provide a response (within 1 month). Dance-worx's can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

#### **3) The right to erasure**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Dance-worx's has a legal duty to keep children's and parents details for a reasonable time\*, Dance-worx's retain these records for 2 years after leaving children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data securely kept and shredded after the legal retention period.



#### **4) The right to restrict processing**

Parents, visitors and staff can object to Dance-worx's processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

#### **5) The right to data portability**

Dance-worx's requires data to be transferred from one IT system to another as well as used in paper form e.g register/notes, as well as for performance BOPA licences, and dance Associations for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

#### **6) The right to object**

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

#### **7) The right not to be subject to automated decision-making including profiling.**

Automated decisions and profiling are used for marketing based organisations. Dance-worx's does not use personal data for such purposes.

#### **Storage and use of personal information**

All paper copies of children's and staff records are kept in a locked filing cabinet. Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Dance-worx's collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Dance-worx's stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has been obtained via Dance-worx's Newsletter/permission slips and registration forms.

Access to all Office computers is password protected. When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Dance-worx's must;

- \* Manage and process personal data properly
- \* Protect the individual's rights to privacy
- \* Provide an individual with access to all personal information held on them



This Policy was adapted at a meeting at Dance-worx's in April 2018 Signed on behalf of Dance-worx's

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Policy review date: May 2019

\* please see attached our terms and conditions



**Dance-Worx's Limited Terms and conditions:**

Dance-Worx's prides itself on maintaining excellent relationships with children and parents and **ALL** Dance-Worx's staff are trained professionals and fully CRB checked.

While in the class every effort will be made to ensure the safety of all class members. It is the parent's or guardian's responsibility to ensure their safety before and after the class, where applicable.

Dance & Gymnastics require a high level of safety to be involved. In order to meet our safety guidelines, a certain level of verbal discipline should be used with children, to minimize injuries and accidents to the best of the teacher's ability.

Supporting and shaping the dancer/gymnast is an essential part of teaching dance/gymnastics, in that it helps the dancer/gymnast understand shapes, movement patterns and complex skills, but also reduces the risk of injury due to a fall or error in technique. There for some physical contact will need to be used with children, to enable good practice. Physical contact will be appropriate in accordance with British Gymnastics supporting techniques and United Kingdom Alliance Professional/Imperial Society of Teachers of Dance/Dance Teachers Association guidelines.

Any parent/guardian with a child who has a medical condition, impairment or disability must make sure they inform Dance-Worx's Ltd before the class in order to inform the teacher who will be running the class. Any parent/guardian with a child who has a medical condition must make sure they write the necessary details on the registration form. It is the parent/guardian s responsibility to ensure that they update Dance-Worx's Ltd in writing of any change in medical conditions or contact details.

Any child that requires medication to be taken in the class must have it clearly marked with the child's name. It should be handed to the teacher at the beginning of the lesson for safekeeping and collected again at the end.

At present children should wear the school PE Kit/leggings/shorts and DWX T-Shirt or a leotard for the class to allow freedom of movement. All long hair must be tied back securely with an elastic hair band. Jewellery and adornments of any description should not be worn to the gym class.

Dancers & gymnasts must be aware of the risks associated with wearing spectacles, and must be encouraged to use secure straps or wear contact lenses. Children must be barefoot or wear gymnastics shoes during gymnastics training unless there are any medical reasons, which should be discussed with the coach in charge of the child s class before participating.

Dancing & Gymnastics can be strenuous activities and Dance-Worx's Ltd take all precautions to ensure the safety of everyone involved. As a parent, I understand that with any activity there is a potential risk and I will not hold Dance-Worx's Ltd liable for any injury my child may sustain from participating in the dance/gymnastics class.

Dance-Worx's provides a secure environment for children to have fun and develop talents, therefore Dance-Worx's reserves the right to contact any parent/carer of a child who causes disruption\* and require their child to be collected immediately. Dance-Worx's reserves the right to intervene in a situation that could cause harm to any participant in the dance class.

(\*Causing injury to themselves/others in the class, damaging premises or property, causing a breach of the peace or interfering with the discipline of the class)

All of our prices are based on a 10-week term, however due to bank holidays, school halls being in use sometimes we are unable to fit 10 weeks in a term, any additional class will be added on to the next term when possible. Dance-Worx's does not offer refunds for classes cancelled by the school or by any parents who cancel their child's classes during the term unless there are unforeseen circumstances. Dance-Worx's reserve the right to cancel any classes.

Please note all enquiries regarding anything related to Dance-worxs must be sent to the following: [Katie@danceworxs.com](mailto:Katie@danceworxs.com) / 07538199678

**ANY PREVIOUS EMAIL ADDRESS, MOBILE NUMBERS OR WEBSITE MUST NOT BE USED, ENQUIRIES THAT ARE SENT NOT USING THE ABOVE INFORMATION WILL NOT BE RESPONDED TOO.**

To record Dance-Worx's student's achievements Dance-Worx's staff will be taking photographs and videos which may be used in marketing, advertising and on our website, by signing below you will be giving consent to Dance-Worx's limited to use any photographs/videos of your child/children named on this form for our current and future project.