



# Data Protection & GDPR Policy

## Marley Dance Academy

### **Statement**

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 came 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 individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Marley Dance Academy 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.

### **Who holds the data?**

Kristy Smith, the Principal, securely maintains the information you have provided. Relevant details, including names, emergency contact numbers, and medical issues, are also available to the class teachers. We strictly prohibit staff from copying or sharing this information and actively monitor for any potential breaches.

Marley Dance Academy's Principal, is an ISTD & IDTA certified teacher and is obligated to collect and manage certain data.

We require the names, addresses, telephone numbers, and email addresses of parents/guardians, as well as the full names, addresses, dates of birth, and any medical conditions or allergies of the children for safeguarding and loco parentis purposes. Marley Dance Academy stores personal data in photographs, video clips, or sound recordings as outlined in our terms & conditions.

We retain only the data you provide, initially gathered through the registration form when a student enrolls in Marley Dance Academy classes or joins the waitlist for a class. We may also collect data sent to us via email. Once collected, this information is transferred to our main database. We keep only the data necessary for the efficient operation of the dance academy.



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Marley Dance Academy may need to transfer data between IT systems, such as to the Local Authority for performance BOPA licenses, dance Associations for examinations, and Festival Organizers for dance competitions. These recipients use secure file transfer systems and have their own GDPR-compliant policies and procedures in place. We also reserve the right to share information if we suspect a safeguarding issue.

### **Storage and Use of Personal Information**

All paper copies of children's and staff records are securely stored in a locked filing box. While staff members have access to these files, any information extracted is confidential and, except for archiving purposes, remains on-site at all times. Records are shredded after the retention period.

Information about individual children is included in certain documents, such as weekly registers, medication forms, referrals to external agencies, and disclosure forms. These documents may contain data such as children's names, dates of birth, and sometimes addresses. These records are also shredded after the relevant retention period. Marley Dance Academy collects significant amounts of personal data annually, including the names and addresses of those on the waiting list. If a child does not attend, these records are shredded; otherwise, they are added to the child's file and stored appropriately.

Information about families' involvement with other agencies is stored both electronically on a password-protected computer and in paper format in a locked filing box. These records are shredded after the relevant retention period.

Marley Dance Academy stores personal data in photographs, video clips, or sound recordings, only with written consent obtained via the Marley Dance Academy terms & conditions and policy form. No names are stored with images in photo albums, displays, on the website, or on Marley Dance Academy social media sites.

All computers are password protected. When a staff member leaves the company, these passwords are changed in accordance with this policy and our safeguarding policy. Any portable data storage devices used to store personal data, such as USB memory sticks, are password protected and/or stored in a locked filing cabinet.

GDPR requires that Marley Dance Academy:

- Manages and processes personal data properly
- Protects individuals' rights to privacy
- Provides individuals with access to all personal information held about them



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Under GDPR regulations, you have the right to know what information we hold about you. Please email us at [marleydanceacademy@gmail.com](mailto:marleydanceacademy@gmail.com), and we will provide you with the details. If you believe we have information that is incorrect, outdated, or should not be kept, please inform us, and we will take the necessary steps to address the issue.