

## **General Data Protection Regulation Policy**

### **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 individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. The Studio for Performing Arts 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.

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

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

The Studio for Performing Arts 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.

As an employer The Studio for Performing Arts 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 are also held on a central staffing record.

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

At any point an individual can make a request relating to their data and The Studio for Performing Arts will need to provide a response (within 1 month). The Studio for Performing Arts 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.

#### **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 The Studio for Performing Arts has a legal duty to keep children's and parents details for a reasonable time, The Studio for Performing Arts retains these records for 3 years after leaving the school. 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 is archived securely offsite in a safe and shredded after the legal retention period.

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

Parents, visitors and staff can object to The Studio for Performing Arts 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**

The Studio for Performing Arts requires data to be transferred from one IT system to another; such as from The Studio for Performing Arts to the Local Authority, for performance BOPA licences, and Dance/Acro 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. The Studio for Performing Arts does not use personal data for such purposes.

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

All paper copies of children's registration forms are shredded and staff records are kept in a locked safe at the company HQ.

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.

The Studio for Performing Arts stores personal data held visually in photographs or video clips or as sound recordings.

Access to all staff 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 safe.

GDPR means that The Studio for Performing Arts 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