



1. Purpose & Statement

Kristie Louise Dance Academy (KLDA) is committed to ensure that all the data collected & stored remains safe & secure.

This policy explains the procedures that are used to collect, process & store your data & why.

2. Distribution

This policy is distributed on our website, e-mailed to parents when initially enrolling with KLDA & sent to any members upon request.

3. Review of Policy

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon posting on the website. If we make material changes to this policy, we will notify you that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

4. Reason for this Policy

The GDPR includes the following rights for individuals:

- the right to be informed
- the right of access
- the right of rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- the right not to be subjected to automated decision-making including profiling

5. Information on your Personal Data

- KLDA requires the following information when enrolling with the dance school:
 - Student's Full Name (Forename, Any Middle Names & Surname)
 - Student's Date of Birth
 - Student's Sex
 - Student's School Year (if applicable)
 - Student's Home Address
 - Details of any Medical Conditions (Health/Allergies/Physical Awareness) the students may have & how it that may affect their ability to Dance.
 - Student's Parent/Guardian Name, E-mail Address & Home & Mobile Contact Numbers
 - Another form of Emergency Contact for Child – Home & Mobile & Relation to Parent
 - If the student has received any dance training prior to joining KLDA.
 - If the student has taken any dance exams prior to joining KLDA & with which exam board & the mark they achieved.
 - Where they heard about KLDA.
 - Permission to be contacted via e-mail regarding important information that the school needs to disclose, to receive invoices/timetables/term dates/exam information/newsletters, details on future events.
 - Permission for the student to be photographed/filmed within dance lessons or productions by the staff of the school or professional companies hired on behalf of the school.
 - Permission for these photos/videos to be used on KLDA's social media sites, website & used in adverts to promote the school.
 - Permission for my child to be photographed/videoed by other parents during watching week/events/productions.



- An agreement by parent to use any images taken during watching week in an appropriate & protective manner to ensure all dance school members welfare & safety. Agreeing to no images, which include children other than my own will be placed on social media without the consent of that child's parent/guardian.
- Signature of Parent/Guardian consenting to all the information being disclosed with KLDA to be handled & processed, giving permission for the above statements & agreeing to comply with KLDA's term & conditions.
- The above information is collated on a spreadsheet from the enrolment form required when signing a student up to classes. This spreadsheet is kept on a password secure encrypted computer accessed by only the Principal. It is also stored on a password protected device to enable the Principal access to emergency contact information.
- All parent's emergency contacts are stored on the Principal's encrypted & password protected work phone for emergency purposes; if the student falls ill in class or if there is an incident.
- All signed enrolment forms should be handed into the Principal in a named envelope at the beginning of class, these are immediately posted into a locked box during class time. This is then emptied at the end of class & are transported in a locked filing folder & are immediately stored in a locked filing system, accessed by a key only kept by the Principal.
- Student's Full Name, Date of Birth & School Year are required for class management. Each student will be placed in a class suitable for their age group. This information is also required for students to participate in dance examinations. Parents will be notified when this information is passed on to the Imperial Society of Teachers of Dancing to enable the student to have a PIN number so they can take exams. This information is then stored on the ISTD system to log their exams.
- Student's Home Addresses are required for correspondence. A student may be absent when receiving exam results or certificates, therefore this information can be posted to the student/parent. Parents should notify KLDA when their address changes.
- Previous dance training/any dance exams taken are required for the student to be put in the appropriate class. It also enables the staff to see how they need to approach teaching that student & helps the students learning process.
- Details of the student's medical conditions (health/mental/physical) are required for the safety & wellbeing on the student. A dancer teacher needs to be aware of these details to ensure how they deliver the classes are suitable for each student, that it does not create any problems for these conditions if they have any & what the teacher needs to do when the student is in their care.
- Permission for photography & videography works alongside KLDA's Child Protection & Health & Safety Policy.

6. Taking Exams/Examination Results & how we process it

- KLDA take examinations with the dance board Imperial Society of Teachers of Dancing (ISTD).
- All students must be registered for an ISTD Pin Number to allow them to take their exams. This requires the students full name & date of birth.
- All Pin Numbers are stored with the personal data in the above spreadsheet. If you have taken ISTD exams at a previous dance school & are already registered you are required to use the same Pin Number.
- When collating a timetable, the student's full name & pin number is submitted to the ISTD.
- Report sheets are written with the breakdown of the student's exam, all report sheets are scanned into a secure, protected computer for KLDA's records. The actual document is given to the student.
- All student's marks are collated into a spreadsheet for KLDA's exam records.

7. Use of Social Media/Website/Photography/Videography at KLDA

- KLDA use the social media sites; Facebook, Instagram & Twitter & has its own website.



- The sites are used for publicity, to share news, events & to advertise the dance school.
- No personal data is shared on these sites.
- Photographs & videos are used to share with the public & to advertise.
- All students involved in these posts have had a signed signature from parents consenting permission.
- All photographs/videos are stored in an encrypted password protected device.
- KLDA have their own private Facebook group. Only parents/students (who are of age) of KLDA have access to this group. All parents must request to be a member. No private data will be discussed/enclosed on this group. Any post that holds such information will be removed & said parent will be warned. Any private matter should be discussed personally with the Principal or parent that is involved.
- KLDA's website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to advertise our school to you & enables you to send enquiry messages & access any information on our school for your interests. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. This website is SSL secure & lets you navigate our website and submit information securely via HTTPS.
- KLDA's website uses cookies to build our site. Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of their movements and actions on a site. You are informed every time you access our website of our use of cookies (cookies pop-up) & can access further information before using our site.
- You can block cookies, however this may affect what you can & cannot see on the KLDA website.
- We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse our page.

8. Sharing your data with Third Parties

- No data is passed on to any third parties.
- Any personal data that needs to be passed on to the ISTD or Hertfordshire County Council, all parents will be notified or have given permission for this data to be passed on.
- Any time personal data does need to be passed on, all parents will be notified & asked for permission before the process occurs.

9. Summertime Show

- KLDA hold annual Summertime Shows to showcase their members.
- Parents can offer assistance to help at these events. All parents must either hold a Chaperone License or a DBS Check, which the Principal has seen.
- All helpers will have to sign a policy stating that they all children they are assisting are in their duty of care & that any personal data they have witnessed is to remain with the Principal.
- All personal data will be kept backstage with the Principal in a locked filing cabinet.
- Any child with an extreme medical issue, the chaperone of that child will be notified. This chaperone will need to notify the Principal if there is any concern during the production.
- All children have a signed consent form to perform in the Summertime Show.
- All children have signed consent for photography & videography for the Principal & any outside organizations to take photos & videos of the performance.
- Student's names are used in the programme. Only first name & initial of their last name will be used. Any full name used has permission from the parent/guardian.



10. What happens to your data if you leave the school?

- If you decide to hand your notice in, all personal data except the student's name will be deleted from the spreadsheet & the enrolment form will be shredded.
- Students names, invoices & payment history will be kept as a record for the school's business accounts.
- If a student has taken any examinations, under the school's name, this information will also be stored for the school's examination records.
- You have the right for erasure. If you do not want this information to still be stored, you are entitled to request the information to be deleted, unless we as KLDA are required to keep it for legal obligations.
- If you are happy for KLDA to still store the information but as under an anonymous name that is also an option.

11. The importance of your e-mail address:

- KLDA use the main parent/guardians e-mail address to correspond with important information required for your child to attend the dance school.
- Invoices, newsletters, important information, class cancellations/interruptions etc... are given to you in this way.
- To enable KLDA to correspond with you, you must opt in & give the school permission to continue to keep sending these e-mails.

12. The importance of your mobile number:

- KLDA will use your mobile number if there is an emergency with your child during lesson.
- KLDA will also use your mobile number, if quick correspondence is needed i.e. lessons have been cancelled, road closures etc...

13. Your Rights

- KLDA take the protection of your data very seriously.

Any data subject with personal data stored within KLDA is entitled to the rights of:

Access: You may contact KLDA at any time to access all data held relating to you. The right of access does not apply to KLDA's legal obligations such as financial records.

Rectification: You may contact KLDA at any time in order to rectify data held relating to you. The right to rectification does not apply to MTA's legal obligations such as payment record information.

Erasure: You may contact KLDA at any time in order to erase data held relating to you. The right to erasure does not apply to MTA's legal obligations.

Restrict Processing: You may contact KLDA at any time in order to restrict the data we process relating to you. The right to restrict processing does not apply to MTA's legal obligations.

Data Portability: You may contact KLDA at any time in order to obtain the data we process relating to you and reuse it across different services.

Objection: You may contact KLDA at any time in order to object to the processing of data relating to you.

Rights related to automated decision making including profiling: You may contact KLDA at any time in order to object to profiling relating to you.



Data Protection (GDPR) Policy

Updated: 29th May 2018

Please be aware that withdrawing the information required for your child to attend the dance school, can cause impacts on any future tasks, events, exams, correspondence that the school may need to share with you or enable your child to take part.

- If you are unhappy with how KLDA collect and process your data you can complain to the Information Commissioner's Office (www.ico.org.uk).

KLDA requests that you directly speak with them first to see if we any issues can be directly resolved.

Signed By: Kristie Louise Seeley (Principal)

Updated: 29th May 2018