



General Data Protection Regulation Policy

Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. 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. VJSD 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 GDPR gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

VJSD is registered with the ICO (Information Commissioners Office) under registration reference:

Certificates can be viewed in a folder at reception

GDPR includes 7 rights for individuals

1) [The right to be informed](#)

Vanessa Jay's School of Dance is a registered Dance School provider with The Imperial Society of Teachers of Dancing (ISTD) and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers and email addresses. We need to know children's' full names, addresses and date of birth, along with any SEN requirements.

Information is only shared with the ISTD, which includes full name and date of birth of each child to provide a unique pin for examinations.

As an employer of VJSD the School 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. This information is sent via a secure file transfer system.

2) The right of access

At any point an individual can make a request relating to their data and VJSD will need to provide a response (within 1 month). VJSD 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. VJSD will delete ex-pupils records 6 months after leaving the dance school. Children with records including major injuries, legal matters and personal matters that relate to the dance school will be kept for 5 years.

4) The right to restrict processing

Parents, visitors and staff can object to VJSD processing their data. This means that records can be stored but must not be used in any way.

5) The right to data portability

VJSD requires data to be transferred from one IT system to another; such as from VJSD to the ISTD 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. VJSD 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 at VJSD home Office. 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.

VJSD stores personal data held visually in photographs or video clips. No names are stored with images in photo albums, displays, on the website or on VJSD social media sites.

VJSD works from a secure Mac Book and secure Internet both with passwords and password protection. 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 VJSD 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