



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 comes into effect on 25th May 2018.

GDPR states that personal data should be processed fairly and 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. Caterham Performing Arts is committed to protecting the rights and freedom of individuals with respect to the processing of students and parents 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

Caterham Performing Arts is a registered Performing Arts provider with the following two bodies: Imperial Society of Teachers in Dance (I.S.T.D.) and Acrobatic Arts (A.A.) and as such, is required to collect and manage certain data. We need to know a parents name, address, telephone number(s) and email address. We need to know a student's full name, address, date of birth along with any medical conditions / SEN requirements and ethnicity (for equal opportunities purposes). We are requested to provide data to the above mentioned bodies for the purposes of examinations and gradings.

2) The right of access

At any point an individual can make a request relating to their data and Caterham Performing Arts will need to provide a response (within 1 month). Caterham 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, Caterham Performing Arts has a legal duty to keep student and parents details for a reasonable time. Caterham Performing Arts retain these records for 1 year after leaving, student'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. This data is kept securely in a locked office and shredded after the legal retention period or stored electronically on a device with security password protection.

4) The right to restrict processing

Parents, visitors and staff can object to Caterham Performing Arts processing their data. This means that records can be stored but must not be used in anyway, for example in reports or for communications. In this situation, Caterham Performing Arts has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parent's responsibility to ensure they are informed about any event's happening at the Caterham Performing Arts.

5) The right to data portability

Caterham Performing Arts requires data to be transferred from one IT system to another when applying for a student to take an examination. 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. Caterham Performing Arts does not use personal data for such purposes.

Storage and Use of Personal Information

All paper copies of children's records are kept in a locked filing cabinet in the Caterham Performing Arts office. Aside from archiving, these files stay onsite at all times. These documents are shredded after the retention period.

Caterham Performing Arts stores personal data held visually in photographs or video clips. These will only be published if consent has been obtained via our Photo/Video release form. No full names are stored with images on the website or on Caterham Performing Arts' social media sites.

Access to office computers and mobile devices are password protected.

GDPR means that Caterham 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.

This Policy was issued by Caterham Performing Arts in May 2018.

Policy review date: May 2019