

## GDPR

What data do you collect?

- Details of child enrolling – Name, date of birth, ISTD Pin number, medical conditions, previous dance training.
- Details of parent or guardian – Name, email address, contact and emergency contact number.
- Release forms - Gives consent for use of photography/filming for marketing reasons and GDPR consent.

Where do you store data?

- Completed paper registration forms and paper cards are stored in a locked cupboard at Dance Unlimited office base. Within an alarmed home.
- Information is stored on a password protected excel file on a password protected laptop.
- Information is stored in a GDPR compliant software.

How do you protect and document the data you have?

- Paper documents are stored in a locked cupboard, in a locked and alarmed building.
- Digital data is stored within a GDPR compliant software.
- Excel documents are encrypted and stored in a lockable computer.
- All of these are only accessible to Dance Unlimited staff.

How long do you keep the data for?

- Data on our excel sheet and software are deleted as soon as a pupil has left the dance school.
- Paper records are kept for a 2 year period.

Who has access to the data?

- Jacqueline Terrington
- Suzie Graham
- Victoria Cesar
- Eve Graham

Do you have a function/reason for every piece of data you collect?

- Name of pupil – to know who they are, to use for shows and exams
- Date of birth – needed for show licensing and exam entry. Also needed to know the age of the pupil to put in the correct class.
- Medical conditions – to ensure they are safe in their dance classes.
- Previous dance training – to assess the level of the pupil
- ISTD pin number - in order to enter children for ISTD exams
- Parents name – to be able to contact them for invoicing and information.
- Parents email and contact numbers – to be able to invoice parents, and provide information regarding classes and events.
- Emergency contacts – in case of an emergency in class and parents are unavailable.

- Release forms – to have permission for photography/video for marketing purposes.

What is the process if someone wants to be removed from the school?

- Data stored on laptop/software will be deleted.
- Any paper documents will be shredded.