



## **GDPR Policy**

**This Policy describes how personal data must be collected, handled and stored to meet our data protection standards and to comply with the law.**

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

#### 1) The right to be informed

Step In Time School of Performing Arts is registered with the Imperial Society of Teachers in Dance (ISTD) and as such, is required to collect and manage certain data. The School collects parent's and or guardian's names, addresses, emergency telephone numbers and email addresses. We also collect children's' full names, addresses, date of birth along with any SEN requirements and are stored via a secure electronic system and paper registration forms are stored in a secured filing cabinet at the School's management address.

This is in respect of our Health and Safety and Safeguarding Policies.

As an Employer of Self Employed practitioners, Step In Time is required to hold data on its Teachers such as names, addresses, email addresses, telephone numbers and bank details. Information such as Disclosure and Barring Service checks (DBS), personal Public Liability insurance, First Aid Certificate's, Membership details and any qualification's. This information stored via a secure electronic system and any paper forms are stored in a secured filing cabinet at the School's management address.

#### 2) The right of access

At any point an individual can make a request relating to their data and Step In Time School of Performing Arts will need to provide a response (within 1 month). SIT 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, SIT has a legal duty to keep student and parents details for a reasonable time\*. Step In Time School of Performing Arts retain any records relating to 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. Self Employed Teaching records will be erased when the member of staff leaves their position. All hard copy information is destroyed via a shredding device.

\* Step In Time School of Performing Arts holds personal data while the student is registered at the School. The School requires a written notice to leave the School to put into place the erasure of your data. If records of this is not found, The School will continue to use your data for School purposes only.

#### 4) The right to restrict processing

Parents, visitors and staff can object to Step In Time School of Performing Arts processing their data. This means that records can be stored but must not be used in any way, for example School Communications, General Emails about School news and updates. In this situation, The School 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 School.

#### 5) The right to data portability

Step In Time School of Performing Arts requires data, for example registration forms to be transferred from student, to teacher, to School Principal. The School is also required to provide data such as student DOB and exam pin number's to be able to enter students in ISTD Exams. In this case 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.

### **Photos/Videos of Participants**

Step In Time School of Performing Arts often uses footage/photos used from shows, performances, and classes for marketing purposes both in print media and the website. Participants/their Parent and/or Guardians may choose if they do not wish themselves/their child to be depicted. We may record parts of the class on secure tablets and upload them securely to YouTube (this supports students to practise at home). The videos cannot be viewed by the general public and are only accessible via a direct link e-mailed to parents

### **Social Media**

Step In Time School of Performing Arts regularly share photos/videos of students in workshops, events and performances through social media platforms including Instagram, Facebook, Email. These will never be shared with any identifying information (age, location etc.). There may be times where it will share first names, but only with the explicit consent of the parents.