**Dance-A-Round Privacy Policy Statement**

**General Data Protection Regulation Policy**

GDPR Stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and will come 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 individual’s data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Dance-A-Round 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 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.

**1. The right to be informed.**

Dance-A-Round will be required to collect certain details from anyone wishing to attend at trial class. We will require the visitors name, date of birth and any medical information, along with the parent’s name, email address and phone number. This information is collected for internal administrative purposes only and will not be passed to any other persons or organisations. If the visitor doesn’t wish to join Dance-A-Round these details will be destroyed within two weeks of their visit.

**2. Use of Cookies**

Dance-A-Round uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

**3. The right of access**

At any point, an individual can make a request relating to their data and Dance-A-Round will need to provide a response within one month. You have the right to access and amend or ask us to remove your personal information at any time and if you wish to do so please email us at d-a-r.highbury@ntlworld.com

**4. 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. Dance-A-Round has a legal duty to keep children’s and parent’s details for a reasonable time.

**5. The right to object**

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

**Storage and use of personal information**

All paper copies of children’s enrolment forms and staff records are kept in a locked filing cabinet, information is uploaded onto Dance-A-Round computer software and telephone which are both password protected. Joanna Treacher (Principal of Dance-A-Round) has access to this information. Members of staff will have access to children’s emergency contact information and any medical information they should be aware of, these details will be used in the staff’s registers. All of this information will be shredded after the relevant retention period.

Dance-A-Round collects a large amount of personal data every year including; names, addresses, phone numbers and email addresses. These records are shredded if the child does not attend, or added to the child’s file and stored appropriately.

Dance-A-Round stores personal data held visually in photographs or video clips or as sound recordings.

Access to Dance-A-Round computer is password protected. Joanna Treacher is the only member of staff to have access to this computer. Any portable data storage used to store personal data e.g. USB memory stick, are also password protected and/ or stored in a lock cabinet.

GDPR means Dance-A-Round must:
• Manage and process personal data properly
• Protect the individual’s right to privacy
• Provide an individual with access to all personal information held on them.

Dance-A-Round staff and teachers may take photographs or videos during dance lessons, these will only be used for the teacher to remember the choreography/ spacing of dances, they are not shared with an outside person and will be deleted within 3 months of filming.

This Policy was updated by Dance-A-Round in May 2018.