

Kerry Ledger School of Dance & Performing Arts

GDPR Protecting your Privacy Updated March 2021

Kerry Ledger School of Dance & Performing Arts is committed to protecting your privacy. Information collected is to enable us to contact you and your preferred method of contact. We comply with the principles laid out in the Data Protection Act 1998, holding information that is adequate, relevant and not excessive.

Changes to our privacy notice;

Kerry Ledger School of Dance & Performing Arts may change this privacy notice from time to time in order to reflect changes in the law and our privacy practices. We encourage you to check this privacy notice for any changes.

The Law for processing personal data changed in May 2018. General Data Protection Regulations (GDPR) will give individuals greater control over information held on them by organisations, how information is stored and what method they use to contact you.

Background;

This Privacy notice lets you know what happens to any personal data that you give to us, or any we may collect about you. This applies to instances where we collect your personal data.

Who are we and how do you contact us?

We are Kerry Ledger School of Dance & Performing Arts and we are practicing under the awarding body of the Association of American Dancing. Contact can be made via our social media outlets, our website, post, email and also telephone.

What is the source of your personal information?

Personal contact details, such as title, full name, contact details, birth, gender and age. Your home address, email address, telephone numbers and preferred method of contact.

We collect personal information from you directly and from other sources such as DBS. This is in general information already held by Kerry Ledger School of Dance & Performing Arts. See other details under Data Protection.

What to do if your personal information changes.

You should inform us so that we can update your records.

For how long is your personal information held by us?

We'll hold your personal information for the duration of your association with us. If you no longer attend KLSODance & Performing arts, your information will be held on our records in order for us to identify you if you wish to rejoin. Retention of Examination records will be retained as a means of archiving, should you require such information to be re-visited in the future.

What are your rights under Data Protection laws?

There is a list of rights that all individuals have under data protection laws, although these do not apply in all circumstances. The right of Data portability is from May 2018.

- The right to be informed about the processing of your personal information.
- The right to have your personal information corrected if inaccurate, incomplete or incorrect.
- The right to object to processing of your data.
- The right to have your personal information erased. (To be forgotten)
- The right to request access to your personal information and to obtain how we process this.
- The right to move, copy and transfer your personal information. (Data portability.)
- The right in relation to automated decision making which has a legal effect or otherwise significantly impacts you.

Should you request your personal data held by us to be erased, Kerry Ledger School of Dance & Performing Arts will process this request within 30 days. Please note, the right to deletion is not absolute and can depend on the context of the request.

You have the right to complain to the information commissioner's office which enforces data protection laws; <https://ico.org.uk>

Privacy Statement – Data Protection

Kerry Ledger School of Dance & Performing Arts collects, uses, processes and retains information about our employees, teachers, students, candidates and customers/other contacts in order to operate a day to day business and comply with the Data Protection act (1998).

KLSODance & Performing Arts will protect the right of individuals, ensuring all personal information held by us is used appropriately and lawfully. Collection, processing, storage and sharing of personal information by the Kerry Ledger School of Dance & Performing Arts is in accordance with the eight principles of the data protection requirements. Confidence of data subjects will always be maintained. KLSODance & Performing Arts aim to keep information accurate and up to date. Data subjects must also be responsible for keeping us updated with any information changes to avoid error which could occur. If not updated or changed, Kerry Ledger School of Dance & Performing Arts will not take responsibility for this. In most cases Data collected by us will be obtained directly from the data subject who has the right to expect their data is correctly and securely stored. No unauthorised disclosures or transfers will take place to anyone either with Kerry Ledger School of Dance, Association of American Dancing or to a third party. We will not disclose personal data without consent.

Other than communications made with teachers, pupils, parents etc. which are done by the contact given to us by you, any postage will be sent to your address directly through Royal Mail, Parcel Force etc.

Personal and medical information supplied by pupils with 'Special Educational Needs' is not passed on to third parties. This is secure data held by Kerry Ledger School of Dance & Performing Arts. This is only passed on to the Association of American Dancing if the pupil is taking part in examinations or events through the association. This information is solely held by Kerry Ledger School of Dance & Performing Arts and destroyed after use by the

Association of American Dancing after use. Kerry Ledger School of Dance and Performing Arts involves a lot of pupils who cannot make decision independently due to their age therefore permission to partake in examinations, medals and events is required by parents/guardians and consent given to Kerry Ledger School of Dance & Performing Arts. This is held on record by their teacher. For events outside of Kerry Ledger School of Dance, it may be important to share information of children participating. This will be either to confirm age eligibility for a class/competition or in order to comply with the Childrens & Young Persons act 1963 and the Children (Performance and activities England Regulations 2014, in order for us to apply for a Body of Persons (BOPA) issued by the local authorities in which a performance/event takes place. Kerry Ledger School of Dance & Performing arts takes privacy of individuals very seriously. Details are required in the interest of protecting pupils and safeguarding children at all times. All such information is controlled and shared only with those who understand their responsibilities in order to comply with the terms of the approval.

GDPR Health protection

Your data may be used for Track and Trace purposes if necessary. The safety of our pupils is paramount and social distancing measures are strictly enforced at Kerry Ledger School of Dance & Performing Arts. Please see our enforced rules of the measures put in place to protect you.

Publication and Contact

Kerry Ledger School of Dance will ask for permission to use any images or data on Social media and/or for marketing reasons. Regular contact will be made to our pupils/parents about what is happening at Kerry Ledger School of Dance & Performing Arts as a way to keep everyone informed. As we are trying to limit the amount of people we see, this is important to keep on top of changes in safety guidance, events and procedures carried out at Kerry Ledger School of Dance & Performing Arts. You have the right to have your data removed from this information however we will not take responsibility if this was to cause any errors by yourself.