



(Including sister businesses Mardon Productions and Mardon Sales)

Please also see our Website Policy available on the website

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 & 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. Joanna Mardon School of Dance 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.

Privacy statement

Joanna Mardon School of Dance, Mrs Joanna Knowles, is the nominated data controller. Joanna Mardon School of Dance will only process your information where it is necessary to support the legitimate interests of our business or those with whom we may have shared your information except where such interests are overridden by your interests or fundamental rights and freedoms which require the protection of personal data.

Data is processed for the purposes of student record-keeping; this includes personal data given on the Registration Form – name, address, date of birth, any relevant medical conditions, emergency contacts. Data shall be stored in an encrypted format until a request for the data to be deleted has been received from the data subject or in accordance with legal retention periods for health and safety records or after a year of the pupil leaving the dance school. Where possible all data shall be encrypted or otherwise anonymised at the time of electronic transfer. The data subject has the right to withdraw consent for storage of their personal information at any time or to lodge a complaint to the dance school or any relevant supervising authority.



Joanna Mardon School of Dance will always respect your privacy and will only use your information for specified and lawful purposes as provided for under the General Data Protection Regulations (GDPR) 2018. We will use and handle your information responsibly and will take all appropriate organisational and technical measures to safeguard your information from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

A copy of the company's information security policy is available upon request.

GDPR includes 7 rights for individuals

1) The right to be informed

Joanna Mardon School of Dance is a registered Dance School with the Royal Academy of Dance (RAD) and International Dance Teacher's Association (IDTA) and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers and email addresses. We need to know children's' full names, addresses, date of birth and Education school, along with any SEN requirements.

We are required to collect certain details of visitors to the Dance School. We need to know visitors names, telephone numbers, and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

2) The right of access

At any point an individual can make a request relating to their data and Joanna Mardon School of Dance will need to provide a response (within 1 month). Joanna Mardon School of Dance 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. The individual will have the right to complain to the ICO if they are not happy with the decision.

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 Joanna Mardon School of dance has a legal duty to keep children's and parent's details for a reasonable time.



4) The right to restrict processing

Parents, visitors and staff can object to Joanna Mardon School of Dance processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

Joanna Mardon School of Dance requires data to be transferred from one IT system to another; such as from the Dance School to the Local Authority, for performance BOPA licences, and dance Associations for examinations. 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. Joanna Mardon School of Dance 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 cupboard at Joanna Mardon School of Dance office. Emergency contact details are also kept in a locked cupboard at both hired premises used by the dance school. (St. Lawrence Church Hall, Lower Hill Barton Road, Exeter and Clyst Heath Primary School.) Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period. (One year after the pupil leaves the school.)

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names,



date of birth and sometimes address. These records are shredded after the relevant retention period.

Joanna Mardon School of Dance collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Joanna Mardon School of Dance stores personal data held visually in photographs or video clips or as sound recordings. Unless written consent has been obtained no names are stored with images in photo albums, displays, on the website or on Joanna Mardon School of Dance's social media sites.

Access to all Office computers is password protected. Access is only available to the principal-Joanna Mardon.

GDPR means that Joanna Mardon School of Dance 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 implemented by Joanna Mardon School of Dance in May 2018

Signed on behalf of Joanna Mardon School of Dance.

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 Mrs Joanna
 Knowles.....

..... Policy review date: May 2019