

GDPR Privacy 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.

Data Protection Legislation

The Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR) (EU) 2016/679 describe how organisations, including ours, must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. Under GDPR, the data protection principles set out the main responsibilities for organisations.

Data protection principles

Personal and special category data must be:

- Processed lawfully - All personal and special category data must be processed lawfully, fairly and in a transparent manner in relation to individuals.
- Used for a specific purpose - The data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Be relevant to the purpose - The data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Be accurate - Data should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept no longer than necessary - Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public.
- Kept securely - Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Responsibilities of staff and contractors

Everyone who works for or with us has a responsibility for ensuring that data is collected, stored and handled appropriately. Each staff member who works for us and who handles personal data must ensure that it is handled and processed in line with this Policy and data protection principles.

Katie Wright is responsible for ensuring that we meet our legal obligations. The Data Protection Officer is responsible for:

- Reviewing all data protection procedures and related policies annually.
- Handling data protection questions from staff and anyone else covered by this Policy;
- Ensuring that all systems, services and equipment used for storing data meet acceptable security standards.
- Ensuring any third-party services that we use to store/process data conforms to GDPR.
- Approving any data protection statements attached to communications, such as e-mails and letters.

What information will be stored

We will store the following data in relation to students and/or parents/guardians:

- Student enrolment forms which include personal contact details.
- Consent information for photographs, videos and social media.
- Safeguarding concerns which may have arisen.

How the information will be stored

- Any information, documents on paper will be stored in a locked cabinet which is behind at least one locked door.
- All electronic information stored ensuring at least two passwords and encryption where possible.
- Decide whether and for how long the information needs to be stored and how long it needs to be retained.
- All information not required will be securely deleted or any hard copies will be shred.
- Updates of the system will be done every year, archiving and securely deleting information not required.

Sharing of Data

Information held will be used for our purposes only. However, from time to time, data may need to be disclosed to comply with legal obligations e.g. for the local authority safeguarding team.

Confidentiality

The DPA/GDPR apply to data relating to customers. It covers data held on computer and on paper. Under the terms of the DPA/GDPR, data must be:

- held with express consent.
- needed for the performance of the undertaking or contract.
- necessary to comply with a legal obligation.
- necessary to protect the customer from some life-threatening matter.
- necessary for the purposes of the legitimate interests of the data controller.

Photo/Video Policy

There may be times when, whilst attending our classes, your child may be photographed for promotional purposes. The photos may be posted on the following social media:

- Facebook
- Instagram

We may also post on our website.

Your consent forms will be held confidentially and adhered to ensuring only permitted children appear on marketing photos and videos.