

FELICITY WHITE SCHOOL OF DANCE LTD: GDPR POLICY

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Characteristics, such as ethnic background or special educational needs
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received by health, education or social care services including care packages, plans and support providers
- Photographs and videos

We may also hold data about students who have left the Felicity White School of Dance Ltd within the last 5 years.

Why We Use this Data

We use this data to:

- Communicate with students and their families as needed
- Support student wellbeing and progress
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Comply with the law regarding data sharing
- Be able to respond effectively in case of athlete injury or emergency

Our Legal Basis for Using this Data

We only collect and use athletes' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the students and their family's interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

While most of the information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or voluntary. If it is mandatory, we will explain the possible consequences of not complying.

How We Store Data

We keep personal information about students while they are registered at the Felicity White School of Dance Ltd. We may also keep it beyond their registration at the Felicity White School of Dance Ltd if this is necessary in order to comply with our legal obligations. All personal data is stored in password protected documents and/or physically locked in a secure, private location.

Data Sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Our teaching staff - to provide the best support and experience for our students
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Exam Boards– to meet our legal obligations to share certain information with them, such as Student's full name and Date of Birth
- The student's family and representatives – to meet our legal obligations to share certain information with them, such as safeguarding concerns and progress updates
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health and social welfare organisations – to provide professional support, advice and guidance
- Professional advisers and consultants – to provide professional support, advice and guidance
- External Organisations running camps and workshops

Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents, Guardians and Students' Rights Regarding Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the Felicity White School of Dance Ltd holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact us.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact us.