



## Data Protection Policy

At JBA I respect the privacy of all pupils and their parents. My aim is to ensure that all those attending JBA can do so with confidence that their personal data is being kept secure.

### Confidentiality

I respect confidentiality in the following ways:

- I will only ever share information with a parent about their own child.
- In order to enter children for ballet exams, JBA is required to provide the RAD (Royal Academy of Dance) with each child's full name, and date of birth.
- JBA is required to provide West Sussex County Council Child Employment and Entertainment Team with the full names, addresses and dates of birth of all children performing in any JBA show.
- Aside from the reasons listed above, information given by parents to JBA about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- All personal data is stored securely on a password protected computer. Remotely, I also access this information on the JBA passcode protected phone and iPad. The admin package I use is DanceBiz which is GDPR compliant.
- Volunteers are informed of our Data Protection policy and are required to respect it.

### Information that we keep

*Children and parents:* JBA hold only the information necessary to provide safe and effective dance classes for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records, consent forms, invoice and payment information and examination results. Once a child leaves JBA, I retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. All data is held electronically and data that is no longer required is deleted securely.



JBA is required to retain chaperone and DBS information for a certain period of time after an individual has worked as a volunteer. This data is held electronically and deleted securely when no longer required.

### **Sharing information with third parties**

JBA will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (eg Police, HMRC, etc). If I decide to share information without parental consent, I will record this in the child's file, clearly stating my reasons.

JBA will only share relevant information that is accurate and up to date. My primary commitment is to the safety and well-being of the children in my care.

When using the JBA website for various purposes, please note that the information you give may be processed by the website provider, payment portal etc. Any such third parties comply with the strict data protection regulations of the GDPR. Cookies are also used on the JBA website. Whilst I personally do nothing with them, they are part and parcel of the running of the website. There is a clear cookies policy visible and the ability to opt out.

### **Subject access requests**

- Parents/carers can ask to see the information and records relating to their child, and/or any information that I keep about themselves. The only information I keep is that which you have given me, plus examination results.
- Volunteers can ask to see any information that JBA keep about them.
- JBA will make the requested information available as soon as practicable, and will respond to the request within one month at the latest.
- If the information JBA holds is found to be incorrect or out of date, I will update it promptly.
- If any individual about whom JBA hold data has a complaint about how I have kept their information secure, or how I have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).



## **GDPR**

JBA complies with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

This policy was adopted by: The Jenny Bousfield Academy of Dance	Date: May 2018
To be reviewed: May 2019	Signed: J. Bousfield, Principal