



General Data Protection Regulation Policy

15th May 2018

What is GDPR?

GDPR stands for General Data Protection Regulation, and from the 25th May 2018 it will replace all previous Data Protection laws.

The new regulation states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes'. It also states that no data is processed without the individuals knowledge and consent.

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.

GDPR Rights for Individuals

1. The right to be informed

This means you, as an individual, have the right to be informed how your personal data will be used.

Topaz Dance Studios requires personal information of the students such as Name, Birthday, Health/Injury information, Contact number, email address and postal address. This information is vital for the safety of students in case of emergency. Sometimes information will be shared with Somerset County Council when required such as applying for student performance licenses for our annual show. Parents will always be notified if their data or their child's data is being used for such events.

Topaz Dance Studios needs to keep copies of parents/volunteers DBS/CRB checks during show times to coincide with our Child Protection and Safeguarding Policies.

2. The right of access

As a member of Topaz Dance Studios you have the right to make a request regarding your data. This may be the storage of data, how long we intend to keep hold of your data, you may request to alter your information provided or any other queries.

3. The rights to erasure

You have the right to ask Topaz Dance Studios to erase your data if you feel it is no longer required. We will hold personal data for 3 years past a student leaving, unless advised otherwise. You will be taken off our mailing lists immediately.

4. The right to restrict processing

Parents and Guardians have the right to restrict Topaz Dance Studios from processing their data. This means we can store the data but not use it for any reason including communication.

5. The rights of portability

Topaz Dance Studios will occasionally need to transfer data from one computer system to another; for instance when applying for students performance licenses. 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

You have the rights to object to your data being used for any reason.

7. The rights not to be subject to automated decision-making including profiling

Automated decisions and profiling are not used by Topaz Dance Studios – these are usually only used for marketing based companies.

Storage of personal information

All paper records which include personal information are stored in as locked filing cabinet at the Topaz Dance Studios office in Glastonbury. Our office is located in the BakerTrenchard workshop, but only Harriet Dunford has the access code. These records will remain on site at all times, and are shredded when no longer needed.

We are required to use the children's information weekly in the class register and medical forms. These records are shredded when no longer needed.

Topaz Dance Studios 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.

Topaz Dance Studios stores personal data held visually in photographs or video clips, unless written consent has been obtained via the Topaz Enrolment Form. No names are stored with images in photo albums, displays, on the website or on Topaz Dance Studios social media sites.

Access to all Office computers is password protected.. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Topaz Dance Studios must;

- * Manage and process personal data properly
- * Protect the individual's rights to privacy
- * Provide an individual with access to all personal inform

This policy was adapted by Harried Dunford on behalf of Topaz Dance Studios on 15th May 2018.