

Privacy 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 came 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 individual's data is not processed without their knowledge and are only processed with their 'explicit' consent.

GDPR covers personal data relating to individuals. Allstar Dance Company 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.

GDPR includes 7 rights for individuals

1) The right to be informed

We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth, along with any additional requirements including medical.

2) The right of access

At any point an individual can make a request relating to their data and Allstar Dance Company will need to provide a response (within 1 month). ADC 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 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 Allstar Dance Company has a legal duty to keep children's and parents details for a reasonable time*, Allstar Dance Company retain these records for 3 years after leaving the dance company, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. This data is archived securely and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Allstar Dance Company 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

Allstar Dance Company requires data to be transferred from one IT system to another; such as from ADC to the Local Authority, Dance Associations. 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. Allstar Dance Company does not use personal data for such purposes.

Storage and use of personal information

All paper copies of dancers and staff records are kept in a locked cabinet for up to 2 weeks whilst being added onto ADC password secured online system. These records are then shredded.

Allstar Dance Company collects a large amount of personal data every year including; names and phone numbers of those on the waiting list. These records are shredded if the child does not attend or added to ADC password secured online system once enrolled.

Allstar Dance Company stores personal data held visually in photographs or video clip. No names are stored with images in photo albums, displays or on Allstar Dance Company's social media sites.

GDPR means that Allstar Dance Company 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