



Southborough School of Dance

data protection and privacy policy

This document explains how Southborough School of Dance (“SSD” and “we”) holds data on you and your child, why we hold it and how long we hold it for.

Data we hold

SSD holds only data on you and your child that is necessary for the efficient running of the dance school. This includes data such as names, addresses, e-mail addresses, emergency phone numbers and relevant medical information.

Where we get your data from and how we keep it up to date

SSD holds data provided to us by you when your child joins the school. From then on, SSD will contact you annually (usually in the run up to the annual summer show) to confirm the details that we hold on you and your child are still correct. Please ensure you complete the form we hand out to you and return it to either the committee representative or to the teacher.

Please let us know if you or your child’s details change at any other time by informing the Administration team or your teacher.

How we hold data

The data is held in a database that only the teachers and the members of the administration team have access to. In common with most small businesses, we only use mainstream software packages for record keeping, email, accounting, etc.

Physical records are maintained when at festivals or shows to ensure chaperones on duty have access to your child’s medical information and emergency contact details. Such physical records are destroyed when no longer required.

Whom we share your data with and why

The data we hold may be shared with the staff of SSD and the parents committee where necessary for the performance of their duties and to ensure the wellbeing of your child. The information provided is required to perform the following:

- 1) Ensure the safety and wellbeing of your child during lessons and rehearsals
- 2) Ensure chaperones at festivals, events and shows have the information they require to keep your child safe whilst in their care
- 3) Complete relevant application forms for dance festivals
- 4) Apply for necessary licences in order to enable your child to perform in our annual show or other dance related events
- 5) Register your child for dance exams
- 6) Contact you to inform you of possible additional classes/festivals/events, timetable changes, fee changes and other information/updates about SSD

We will **not** pass on your information to any third party unless it is necessary for the performance of SSD duty. This includes relevant organising bodies of exams, competitions, dance festivals or performances. We are also bound to share data if we are required to do so by any supervisory or regulatory authorities.

How long we keep the data for

We will hold you and your child's data for as long as required to properly administer SSD. This means that we will delete the records once your child leaves the school, but we will carry on holding data such as exam results or information contained on forms required to maintain the necessary licences.

Images of students

On an annual basis we will request your consent to take, store and use photographs and videos of your child for marketing purposes, such as posting on social media or creation of the show programme or other promotional literature or advertising activities. If you have not given us your consent, we will not use any image of your child. If circumstances change at any other time of the year please contact the school administrator or your teacher to update your consent.

Complaints

If you have a complaint about the way we are handling your information or about how we have responded to a request for information or data removal, please let us know. If we find we are unable to reach an agreement, please feel free to contact the Information Commissioner.

Data Protection Officer:

The data protection officer for SSD is the School Principal, Tamara Moubayed. If you have any queries on data protection please contact them on info@danceschoolkent.com