

**Data Protection**

To comply with GDPR updates as of May 2018, Select School of Dance agrees to handle and process all data received by it’s customers in keeping with these regulations. Named data controllers/processors are the School Principal Lauren Templeton, and the Office Administrator, Sue Templeton. Personal data will not be disclosed to other members of the school and their families. Only the school Principal and Administrative Assistant will have access to this data and it will not be shared with teaching staff except in the event of an emergency or with prior permission from the parent.

We collect your personal data when you register yourself or your child/children and enrol into our classes.  This is collected when parents/carers complete and sign a Registration Form. his gives consent of your agreement for us to use your data where there is legitimate reason/interest, including receiving emails regarding fees, school events, relevant school information and class updates/details.

We may also collect data when you voluntarily complete surveys, provide feedback, interact on our social media sites.

Your data shall be obtained for lawful purposes and shall be processed lawfully and fairly. Communication via email, telephone or letter shall be adequate, relevant and not excessive for purpose. The information we communicate with you shall be accurate and kept up-to-date.

We will hold your personal data for as long as is necessary to meet the purpose for which it was originally collected. This data will be removed from our school database once a student has left the school and your notice period has elapsed. Previous examination results and invoice information may be stored in the school filing cabinet where relevant.

Technical and organisational measures will be taken to protect data. Data collected will include that which is collected from your signed Registration Form upon joining the school, including any additional information requested such as parental permission forms, photograph or video consent forms.

Data collected for examination entries will also be shared upon request with the appropriate Dance Organisation e.g ISTD who use their own data protection systems to ensure they also comply with GDPR. Sometimes this information may be used for relevant activities such as competition entry forms/application forms for other dance related activities upon obtaining specific permission.

The school uses contact numbers and email addresses to notify parents/guardians of newsletters, class updates, information regarding relevant school activities, individual communication, invoicing and general information. Should you wish to opt out of any of these communications, please contact us.

Personal data is stored in a locked password encrypted online database. Paper registration forms are stored in a secured filing cabinet at the school’s office. Confidential information which is no longer needed to be kept on file is destroyed via secure information shredding service.

**Confidentiality**

The School’s emails and letters contain confidential and/or privileged information and are intended for only the person to whom it is addressed. Any unauthorised copying, forwarding, disclosure or distribution of the material contained in emails and any attachment is strictly prohibited. All personal information at the school is kept confidential and will not be discussed or shared by the school with any other parent or student.

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