



## **RL Dance Studios GDPR Data Policy**

The following document outlines how your data is used in relation to GDPR and your data rights.

What we do and do not do at RL Dance Studios:

- We do not sell personal data to third parties. The only third party that holds customer information is ClassForKids. They have their own GDPR Policy in which has been reviewed by RL Dance Studios and should be referred to if you have any concerns.
- We do not disclose personal data to other members of the school and their families.
- The School uses contact numbers and emails for newsletters, updates, whole school and individual communication, invoices and general information.
- Emergency parent contact numbers are given to teachers purely for the use of emergency contact only.
- Personal data and Email addresses are stored on our school computer, which is password protected and is not accessible by anyone other than Miss Risa.
- We do not keep any school registers or any of your data on paper, at all. Everything is stored digitally.

We collect the personal data of people making enquiries about our school, and those on the waiting list to join. These records too are stored on the School Computer, which is password protected. Digitally stored data is deleted when deemed necessary by the school, or after a deletion request has been submitted.

With parents' agreement, RL Dance Studios stores images of students as photographs or video clips. No names or other identifying data are stored with images on our computer, on social media or on the website. Photographs and videos may be passed to other staff at RL

Dance Studios to share achievements or post online, but will never contain personal data of students/parents.

**GDPR includes 7 rights for individuals:**

**1) The right to be informed**

RL Dance Studios (RLDS) processes personal data about its students and their parents as well as for RLDS staff, volunteers and visitors.

When students register to join the school ClassForKids will collect the following data;

- Child's name
- Parent's names
- Parent mobile phone number
- Parent email
- Home address
- Emergency contact information
- Previous dance training

This data is required by RLDS in order to conduct its business as a dance school including its role in terms of safeguarding students, staff, parents and visitors to the school.

**2) The right of access**

At any point an individual can make a request relating to their data and RL Dance Studios will need to provide a response (within 1 month).

**3) The right to erasure**

Individuals have the right to request the deletion of their data where there is no compelling reason for its continued use. After a child or family has left RLDS we will delete all data that is no longer needed after 2 years however, certain types of data will be kept on file for purposes of accounting and safeguarding. These include but are not limited to accident and injury records (to be kept for 19 years or until the child reaches 21 years of age).

**4) The right to restrict processing**

Parents, visitors and staff can object to RL Dance Studios processing their data. This means that data can be stored but not used in any way, for example to generate communications.

**5) Data portability**

Individuals have the right to have the data held by RLDS made available to other services or businesses.

**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 to rectification**

Individuals have the right to have their information corrected if they believe it is factually inaccurate.

**8) The right not to be subject to automated decision-making including profiling.**

Automated decisions and profiling are used for marketing based organisations. RLDS does not use personal data for such purposes.