

## **Gillham School of Performing Arts Personal Data Policy**

GSPA is committed to protecting personal data and being open and transparent about how we use it. In all cases we will endeavour to process personal data in accordance with all applicable laws and to use data in ways that you would reasonably expect.

This personal data policy includes;

- What information do we collect and why?
- Who do we share data with?
- Ticketsource
- Storage and security of your personal information
- If you're aged 16 or under
- Accessing and updating your personal information
- What is GDPR?

### **What information do we collect and why?**

Personal information is any information that can be used to identify you. For example, it can include information such as your name, date of birth, email address, postal address, telephone number, fax number and bank account details, as well as information relating to your health or personal circumstances. GSPA collects personal data in order to carry out its functions as a dance school including processing new applications on our waiting list and general administration of the school for example administering invoices, communicating with parents and organising shows, masterclasses and examinations.

Data protection law also recognises that certain categories of personal information are more sensitive. This is known as sensitive personal information and covers health information, racial or ethnic origin, religious beliefs or other beliefs or a similar nature, political opinion and trade union membership. We would only collect sensitive personal information where there is a clear need to do so for example participation in our activities and to ascertain what services are required to support you. Before collecting any sensitive personal information about you we will make it clear to you what information we are collecting and the purposes for collecting such.

We are required to collect certain details of visitors to our school. We need to know visitors names, telephone numbers, and where appropriate company name.

As an employer GSPA is required to hold data on its teachers including names, addresses, email addresses, telephone numbers and bank details.

GSPA uses cookies on its website to collect data for Google Analytics, this data is anonymous.

## **Who do we share data with?**

At times it is necessary for GSPA to share data with other third parties in order to meet its objectives. In particular, data are regularly shared with dance examination boards to enter students for exams and with local authorities to facilitate examinations and performances. GSPA is registered with LAMDA, the IDTA and ISTD and enters candidates for exams with these boards each year. In order to enter students for exams it is necessary to share with these third parties certain data about candidates being entered for exams. When there is a performance involving students from GSPA it is sometimes necessary to pass on to local authorities details of the students in order for the performance to be permitted. Information will be sent to these third parties only as required and is sent using secure electronic file transfer systems.

GSPA will never sell personal data to a third party.

## **Ticket Source**

Our primary point of sales for tickets is Ticket Source - <https://www.ticketsource.co.uk/>. Ticket Source has its own privacy notice and should be referred to before you sign up.

## **Storage and security of your personal information**

GSPA is committed to maintaining the confidentiality of the information that you provide and will take all reasonable precautions to protect your personal information from unauthorised use or alteration. We may store your personal information both electronically (on our computer systems and with our website hosting provider) and in hard-copy form.

## **What is GDPR?**

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 comes into effect on 25th May 2018.

GDPR covers personal data that relates to individual persons. GDPR states that personal data should be processed 'fairly and lawfully' and 'collected for specified, explicit and legitimate purposes'. Gillham School of Performing Arts (GSPA) is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents', visitors' and staff personal data.

GDPR states that individuals have 7 rights in respect of their personal data

### **1. The right to be informed**

GSPA processes personal data about its students and their parents as well as for GSPA staff and visitors.

When students apply to join the school we collect the following data;

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

These data are required by GSPA 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 to their data and GSPA will need to provide a response within one month. GSPA has the right to refuse a request but we will inform the individual of the reasons for the rejection. The individual will then have the right to complain to the Information Commissioner's Office if they are not happy with the outcome of their request

### **3. The right of 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 GSPA we will delete all data that is no longer needed however, certain types of data will be kept on file for purposes of accounting and safeguarding.

Staff records are kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived on a secure computerised system.

### **4. The right to restrict processing**

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

## **5. The right to data portability**

Individuals have the right to have the data held by GSPA made available to other services.

## **6. The right to object**

Parents , visitors and staff can object to their data being used for certain activities. For example, for marketing or research purposes.

## **7. The right to rectification**

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

### **If you're 16 or under**

If you are aged 16 or under, you must get your parent/guardian's permission before you provide any personal information on our websites.

### **Accessing and updating your personal information**

As stated above you have the right to request a copy of the data GSPA holds as well as to request changes to your data if you believe it is incorrect. You can contact GSPA by email at [info@gillhamperformingarts.co.uk](mailto:info@gillhamperformingarts.co.uk) or by calling 07880 831836

### **Changes to this notice**

We may change our personal data policy from time to time so please check back periodically. This Policy was last updated in May 2018.