



Hollywood Performing Arts

2 Bath Cottages,

Hillcrest Rd,

Dartford,

Kent,

DA13QW

Tel:07949884377

Email:Hollywood_pa@hotmail.co.uk

General Data Protection Regulation Policy

2018.

GDPR Stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and will come into effect on 25th May

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Hollywood Performing Arts 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.

Hollywood Performing Arts is registered with several companies offering different opportunities to your children. Only when your child is taking part in these experiences will your information ever be passed on and you will be informed in advance if this was to happen. They would only ever need your information for health and safety and safeguarding polices.

GDPR includes 6 rights for individuals:

1. The right to be informed.

Hollywood Performing Arts is required to collect and manage certain data. I need to know parents names, telephone numbers, addresses & email addresses. We need to know children's full names, dates of birth and any medical requirements/ SEN requirements. We are requested to provide some of this data to external companies should your child take part in an event/experience. This information is all sent via a secure electronic file transfer system.

Hollywood Performing Arts will be required to collect certain details from anyone wishing to attend at trial class. We will require the visitors name, date of birth and any medical information, along with the parents name, email address and phone number. This is in respect of our health and safety and safeguarding policies. If the visitor doesn't wish to join the Hollywood Performing Arts these details will be destroyed within two weeks of their visit.

As an employer Hollywood Performing Arts is required to hold data on its teaching staff, this includes; names, addresses, telephone numbers, photographic ID (such as passports and driving licenses) & bank details. The information is also required for Disclosure and Barring service checks (DBS) and proof of eligibility to work in the UK. This information will be held in a locked filing cabinet and will be destroyed 6 years after the teacher decides to stop teaching for Hollywood Performing Arts.

2. 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. Hollywood Performing Arts has a legal duty to keep children's and parents details for a reasonable time. Hollywood Performing Arts will retain these records for 3 years after a child leaves the school. Any children's accident and injury records will be kept on file for 19 years (or until the child reaches 21 years) and 22 years (or until the child reaches 24 years) for Child Protection records.

Staff records must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely in a locked filing cabinet and is shredded after the legal retention period.

3. The right to restrict processing

Parents and staff can object to Hollywood Performing Arts processing their data. This means that records can be stored but must not be used in any way, for examples reports or for communications.

4. The right to data portability.

Hollywood Performing Arts is registered with a number of experience and event companies that may require some of your child's information if your child is taking part in the event. This information will be sent using a secure file transfer system. The companies will also have their own policies and procedures in place in relation to GDPR.

5. The right to object

Parents, visitors and staff can object to their data being used for certain activities

like marketing or research.

6. The right not to be subject to automated decision-making including profiling.

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

7. Storage and use of personal information

All paper copies of children's enrolment forms and staff records and any parent/ chaperone disclosure forms are kept in a lock filing cabinet, certain information is uploaded onto 'Hollywood Performing Arts' computer software and telephone which are both password protected. Holly Penny (Principal Hollywood Performing Arts) has access to this information. Members of staff will have access to children's emergency contact information and any medical information they should be aware

of. All of this information will be shredded after the relevant retention period. Hollywood Performing Arts collect personal data every year including; names, addresses, phone numbers and email addresses of those on the waiting list. These records are shredded if the child does not attend, or added to the child's file and stored appropriately.

Hollywood Performing Arts stores personal data held visually in photographs or video clips or as sound recordings, this consent has been obtained via the

enrolment form. Access to the Hollywood Performing Arts computer is password protected. Holly Penny is the only member of staff to have access to this computer. Hollywood Performing Arts mobile phone is also password protected and Holly Penny is the only member of staff to have access to this mobile phone. Any portable data storage used to store personal data e.g. USB memory stick, are also password protected and/ or stored in a lock cabinet.

GDPR means Hollywood Performing Arts must: * Manage and process personal data properly * *Protect the individual's right to privacy * *Provide an individual with access to all personal information held on them.

Hollywood Performing Arts staff and teachers may take photographs or videos during dance lessons, these will only be used for the teacher to remember the choreography/ spacing of dances, they are not shared with an outside person and

will be deleted within 3 months of filming. This policy has been adapted at a meeting at Hollywood Performing Arts in May 2018, should there be any changes in the future they will be updated and sent out my email.

Many thanks.... Holly Penny