



Data Protection Policy

Policy brief & purpose:

SA Dance follows the Data Protection Act 1998 and the General Data Protection Regulations 2018.

SA Dance Data Protection Policy refers to our commitment to treat information of students, employees, customers and other interested parties with the utmost care and confidentiality. With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope:

This policy refers to all parties (students, employees, job candidates, customers, suppliers etc.) who provide any amount of information to us.

Who is covered under the Data Protection Policy?

Employees of SA Dance must follow this policy. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

Policy elements:

As part of our job, we need to obtain and process information. This information includes:

People with whom SA Dance deal with including current past and prospective employees, suppliers and students.

Personal information held about students who attend SA Dance including any offline or online data that makes a person identifiable such as names, addresses, gender, date of birth, photographs and any relevant medical conditions.

Personal information held about past, current and prospective employees including, any offline or online data that makes a person identifiable such as names, addresses, gender, date of birth, photographs, relevant medical conditions, DBS number, National Insurance number, RAD/ISTD membership number etc.

Personal information held about suppliers including contact details.

Personal information is not disclosed either orally or in writing to any unauthorised party with the exception of students, when data will be shared with the 3rd parties listed below.

The Royal Ballet School – for the purpose of exams

Revision date: March 2024

International Dance Teachers Association – for the purpose of exams

Dance Studio Pro – the system you create your own account at SA Dance

Mailerlite and Outlook– our emailing platforms

If we need to share your data with anyone else, then we will contact you.

SA Dance collects this information in a transparent way and only with the full cooperation and knowledge of all parties. Once this information is available to us, the following rules apply.

Our data will be:

Accurate and kept up to date

Collected fairly and for lawful purposes only

Protected against any unauthorized or illegal access by internal or external parties

Our data will not be:

Communicated informally

Stored for more than a specified amount of time

Transferred to organizations, or countries that do not have adequate data protection policies

Distributed to any party other than the ones agreed upon by the data's owner.

In addition to ways of handling the data SA Dance has direct obligations towards people to whom the data belongs, specifically we must:

Let people know which of their data is collected

Inform people about how we'll process their data

Inform people about who has access to their information

Have provisions in cases of lost, corrupted or compromised data

Allow people to request that we modify, erase, reduce or correct data held on file.

Actions:

To exercise data protection we're committed to:

Restrict and monitor access to sensitive data

Develop transparent data collection procedures

Train employees in online privacy and security measures

Build secure networks to protect online data from cyberattacks

Establish clear procedures for reporting privacy breaches or data misuse

Communicate statements on how we handle data

Revision date: March 2024

Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorisation etc.)

For further details on how SA Dance collect and store data, please view our Privacy Policy located in Reception in our Policy folder.

Our data protection policy will appear on our website, copies will also be available to view in the SA Dance Policy Folder located in Reception. Our Policy will be reviewed annually.

Disciplinary Consequences:

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.