

Steele-Elliott School of Dance

Data Protection Policy (registration no. Z6464532)

1. Why are we collecting the data?

For the wellbeing and safety of the children left in our care we need up to date contact details.

Only student's name, address, date of birth, contact details and email addresses are requested. If the person registering the student feels that there are any medical or other details we should be made aware of there is space on the enrolment form for these to be included.

Details of students under the age of 18 is provided by the parent or legal guardian.

2. How is personal data used?

Data is used on our registers and for use when filling in examination entry forms.

3. How long is the data held?

For the duration of the pupil's enrolment with Steele-Elliott School of Dance.

4. Is the data held securely?

Only names and date of birth are available to all school staff. Full details including any medical conditions are only available to school principals.

Completed enrolment forms are not kept at any teaching site and are stored in a locked cabinet.

Electronic data is held on a single, password protected PC.

5. Data Sharing

We do not share data with any individual or other organisation. If an examination board requires additional information that we do not hold this will be requested from the parent / legal guardian.

6. Right to exercise access to data

A copy of an individual's enrolment form containing all the data held will be made available on request.