



General Data Protection Regulation Policy

Statement

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 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. The M&M Academy of 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.

The M&M Academy of Arts is registered with the ICO (Information Commissioners Office). Certificates are on display on the parent's information boards in both branches.

GDPR includes 7 rights for individuals

1) The right to be informed

The M&M Academy of Arts is a registered Performing Arts provider with BTDA and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth, along with any medical requirements, plus parents names, emails and contact telephone numbers. This information is collected and stored on our online systems, which are fully GDPR security compliant, and are used for invoicing, and keeping our students informed.

The M&M Academy of Arts also, on occasion, use external data collection services for specific events such as shows, workshops and events.



The M&M Academy of Arts is required to hold data on its Teachers; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. DBS certificates, first aid certification and copies of teaching contracts are held on a central contractors record.

The M&M Academy of Arts uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

2) The right of access

At any point an individual can make a request relating to their data and The M&M Academy of Arts will need to provide a response within a reasonable timeframe. The M&M Academy of Arts can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) 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. However The M&M Academy of Arts has a legal duty to keep children's and parents details for a reasonable time for safeguarding and revenue records. The M&M Academy of Arts retain your information for 6 years after leaving the school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Photo and media consent will be kept indefinitely. Contractor records will be kept for 6 years after the member ceases work for The M&M Academy, before they can be erased. This data is stored securely and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and contractors can object to The M&M Academy of Arts processing their data. This means that records can be stored but must not be used in any way, other than in the instance of legitimate interest.

5) The right to data portability

The M&M Academy of Arts requires data to be transferred from one IT system to another; such as from The M&M Academy of Arts to the Local Authority, for



performance licences, and dance Associations for examinations or festivals. The M&M Academy of Arts will ensure that any data is transferred using secure file transfer systems.

The M&M Academy of Arts is also required by law to provide information on request to professionals such as our accountant, HMRC and other governing bodies.

Parents, visitors and contractors have the right to request transfer of their data to another organisation or dance school. The M&M Academy of Arts will require written confirmation of this consent before any data is shared or transferred.

6) The right to object

Parents, visitors and contractors can object to their data being used for certain activities like marketing or research. This does not apply to correspondence which is of legitimate interest.

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

Automated decisions and profiling are used for marketing based organisations. The M&M Academy of Arts will not, without your express consent, supply your personal information to any third party for the purpose of their, or any other 3rd party, marketing.

Storage and use of personal information

All paper copies of children's and contractors records are kept in a locked filing cabinet at our administrators home address in Basingstoke. Principals and Administrator can have access to these files but information taken from the files is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

In the event that any confidential information needs to be transported (eg. Shows/performance), documentation will be stored in a secure case.

Electronic copies of childrens data is stored on our online administration programme, Membermeister. This system is password protected and access is restricted to The M&M Academy of Arts principals, administrator and contractors only. Access to the system is online via the contractors mobile device. All devices have pin code security. When contractors cease working for The M&M Academy of Arts, their access to this information is immediately revoked.



The M&M Academy of Arts collects a large amount of personal data every year including; names and addresses of those on waiting lists. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Other Information regarding correspondence to families is stored both electronically on a password protected memory stick and in paper format, this information is kept in a locked filing cabinet at our administrators address in Basingstoke and stored online on GoogleDrive. These records are deleted after the relevant retention period.

The M&M Academy of Arts stores personal data held visually in photographs or video clips or as sound recordings. This data can be used on our website, for marketing or media promotion. Once used on the internet, use of any images, video recordings, sound recordings or data cannot be restricted by The M&M Academy. On registration with The M&M Academy of Arts, you will be required to opt in or opt out of this form of data usage.

Access to all Office computers and devices is password protected. When a member of the team leaves the company these passwords will be changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

Any request from a student, parent or contractor in respect of data rectification, erasure or access should be made in writing to admin@mandmacademy.co.uk.

GDPR means that The M&M Academy of Arts must;

- * Manage and process personal data properly
- * Protect the individual's rights to privacy
- * Provide an individual with access to all personal information held on them

This Policy was agreed at a meeting at The M&M Academy of Arts in May 2018
Signed on behalf of The M&M Academy of Arts. This policy is subject to change and future policies will be kept up to date on our website www.mandmacademy.co.uk

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