



# CHARTERS DANCE

## Privacy policy

reviewed July 2021

Charters Dance  
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY  
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## **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 came 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. Charters Dance 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.

Charters dance is registered with the ICO (Information Commissioners Office) under registration reference: ZA334089 Certificate is attached as Appendix A to this document.

## **GDPR includes 7 rights for individuals**

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

For our own purpose of invoicing, receipts, payment requests, class enrolment information and any other critical information regarding your attendance at our school we need to collect the following data. Full name of parent/guardian, address, 2 contact phone numbers, email address. We need to know children's full names, address, date of birth, medical and any SEN requirements.

Charters Dance is required to hold data on its teachers; names, addresses, email addresses, telephone numbers, date of birth, DBS checks.

Charters Dance store all data with Thinksmart Software which is a password encrypted system.

Since 2014 Charters Dance has stored all of the data onto a software called Thinksmart software who have extremely good values when it comes to online security.

Since January 2018 all new registrations have been taken via our ThinkSmart online registration feature. Upon registration customers tick to say that they understand our T's and C's which is also available via our website.

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Charters Dance is a registered school for dance examinations with Royal Academy of Dance and Imperial Society of Teachers of Dancing and as so, is required to collect and manage certain data. For the purpose of these two organizations we are required to know children's full names, Date of Birth, classification of ethnicity along with any SEN requirements. We only provide these details with the organizations at point of entry into examinations. Data is then stored by them and their privacy policies can be viewed here. Data is transferred electronically.

<https://www.royalacademyofdance.org/cookies-and-privacy>

<https://www.istd.org/privacy/>

We use iZettle to take credit and debit card payments in class.

We use stripe and PayPal to take credit and debit card payments when booking is made via our website prior to commencement of the lesson.

We use GoCardless for any Direct Debit payment set up between the customer and us.

If you pay us by any of these means the three organizations will collect certain personal details about you. This can include your name, address, payment details and what you are buying. They may share some of these details with other financial, government and law-enforcement organizations - for example your bank - to enable the transaction to go through. You can prevent them collecting details about you by not paying by these means. We do not disclose any of your details to these organisations unless you initiate a payment.

## 2) The right of access

At any point an individual can make a request relating to their data and Charters Dance will provide a response (within 1 month). Charters Dance 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.

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### 3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for it's continued use. However Charters Dance has a legal duty to keep children's and parents details for a reasonable time\*.

\*Charters dance retain these records for 3 years after a student has left 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. This data is archived securely on Thinksmart software and deleted after the appropriate periods.

### 4) The right to restrict processing

Parents, visitors and staff can object to Charters dance processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications (advertising and newsletters). When issuing data via our online forms parents/ students can opt out to receive marketing emails. On all our marketing emails will also be the option to opt out of receiving.

In case of issuing emails on a blanket basis, all will be forwarded from ThinkSmart software where there is no risk of disclosing other customer data.

### 5) The right to data portability

Charters Dance requires data to be transferred from one IT system to another; such as from Charters dance to dance associations for examinations. As noted above these recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

Charters Dance will not store/pass any 'paper/email' data between teachers. All data is stored on password protected ThinkSmart Software complying with principles of accuracy, confidentiality and integrity.

### 6) The right to object

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

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

Automated decisions and profiling are used for marketing based organisations. Charters dance does not use personal data for such purposes.

#### **Storage and use of personal information**

All data records are stored via Thinksmart Software. Members of staff have access to this data for reasons such as attendance, emergency contact numbers and emailing about school information. Information taken from the files about individual children is confidential and these records remain on thinksmart software. These records are deleted after the retention period.

Information about individual children is used in certain documents, such as, an attendance register, exam entries. These documents include data such as children's names, date of birth and SEN. These records are deleted after the relevant retention period.

Charters dance collects a large amount of personal data every year including; names and addresses of those on the waiting list or people who have contacted us about our classes. These records are deleted if the child/adult does not attend class.

If a current customer texts/calls/messages via social media we will continue to communicate via this means.

Access to all charters dance computers/hardware is password protected. When a member of charters dance teaching faculty leaves the school their account is deleted and they will not have access to any data in line with this policy and our Safeguarding policy.

When using our online booking via our website or purchasing uniform from our online shop Wix collects data such as name and email address. This data is not used for anything and will be deleted once the transaction has been processed by Charters Dance.

GDPR means that Charters dance must;

\* Manage and process personal data properly

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- \* Protect the individual's rights to privacy
- \* Provide an individual with access to all personal information held on them

## Appendix A

<b>ico.</b> Information Commissioner's Office	Upholding information rights Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF T. 0303 123 1113 F. 01625 524510 www.ico.org.uk
<b>Certificate</b>	
Organisation Name:	
<b>Mrs Rachel Elizabeth Moore</b>	
Reference number:	
<b>ZA334089</b>	
Tier:	
<b>Tier 1</b>	
Start date:	
<b>27 April 2018</b>	
End date:	
<b>26 April 2022</b>	
<b>Data Protection Officer</b>	

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