

Statement on GDPR and Privacy Policy



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 – Verve Academy of Performing Arts is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents', visitors' and staff's 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.

GDPR includes 7 rights for individuals:

1) The right to be informed

Verve Academy of Performing Arts is required to collect and manage certain data. We need to know parents' names, addresses, telephone numbers and email addresses. We also need to know children's full names, addresses, date of birth and education school, along with any medical conditions or SEN requirements that we should be aware of. - *This information stays on record with Verve and is passed on to nobody else. It is only handled by Tim Watson-Mitchell and Sharon Watson-Mitchell. The data is shared with no other companies or persons.*

We are required to collect certain details of visitors to our Schools. We need to know visitors names, telephone numbers and, where appropriate, company name. This is in respect of our Safeguarding Policies.

Verve Academy of Performing Arts is required to hold data on its teachers; names, addresses, email addresses, telephone numbers, date of birth, bank details. We also hold records of current DBS checks for our teachers. - *This information stays on record with Verve and is passed on to nobody else. It is only handled by Tim Watson-Mitchell and Sharon Watson-Mitchell. The data is shared with no other companies or persons.*

2) The right of access

At any point an individual can make a request relating to their data Verve Academy of Performing Arts will need to provide a response (within 1 month). Verve Academy of Performing 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.

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, Verve Academy of Performing Arts has a legal duty to keep children's and parents details for a reasonable time, Verve Academy of Performing Arts retain these records for 2 years. Staff records must be kept for 5 years after the member of leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Verve Academy of Performing Arts processing their data. This means that records can be stored but must not be used in any way - for example reports or for communications.

5) The right to data portability

Verve Academy of Performing Arts does not need to transfer your data. All information stays on record with Verve and is passed on to nobody else. It is only handled by Tim Watson-Mitchell and Sharon Watson-Mitchell. The data is shared with no other companies, authorities or persons.

6) The right to object

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

However, Verve will never use your data for the purposes of marketing or research. Should Verve ever need to conduct any research, we will obtain your permission beforehand.

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

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

Storage and use of personal information:

All paper copies of children's and staff records are kept securely in a locked filing cabinet. Information from these files about individual children is confidential and these records remain on site at all times. These records are shredded after the retention period or upon request.

Information about individual children is used in certain documents, such as: a weekly register, class lists or workshop groups. These documents include children's names and sometimes date of birth. These records are shredded after the relevant retention period.

Verve Academy of Performing Arts also maintains an Emergency Contact & Medical Information folder. This folder contains pupils' names, dates of birth, emergency contact details and any relevant medical information. It is kept with the Principals at all times and only they have access to it. Staff are informed where necessary of any relevant medical conditions pupils may have. No information from this folder is ever shared with third parties.

Verve Academy of Performing Arts collects personal data every year including; names and 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 in accordance with GDPR guidelines.

Verve Academy of Performing Arts stores personal data held visually in photographs or video clips. No full names are ever stored with images in photo albums, displays, on the website or on Verve Academy of Performing Arts' social media sites.

Access to all office computers and laptops is password protected.

GDPR means that Verve Academy of Performing 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

Policy to be reviewed in April 2019.

