**North Star Academy of Dance Privacy Policy**

**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.

**Our Privacy Commitment to You**

GDPR states that personal data should be ‘processed fairly and 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. *North Star Academy* is committed to protecting the rights and freedom of individuals with respect to the processing of children’s/pupils, parent’s, visitors, freelance teachers and volunteers personal data.

This privacy policy explains how we will use personal information that you provide us with. It also explains the ways in which we will protect your personal information and sets out your rights in respect of how we process your personal information.

We hope you find this Privacy Policy helpful, but if you have any further questions please get in touch with us at northstaracademy17@gmail.com

**GDPR includes 7 rights for individuals**

1. The right to be informed

*North Star Academy* only collects data which is necessary for enrolling pupils into classes, invoicing customers and entering pupils for examinations, dance competitions and other events with parental permission.

We need to know parent’s names, addresses, telephone numbers and email addresses for communication/invoicing purposes.

We need to know pupil’s full names, addresses, date of birth and Education school, along with any medical conditions.

We collect certain details of visitors to our school. We need to know visitors names, telephone numbers, email addresses to arrange classes and for invoicing purposes. We also require the names, date of birth and any medical conditions of any visiting children who are participating in classes. This is in respect to our Health & Safety and Safeguarding Policies.

*North Star Academy* will hold data of any freelance teachers: names, addresses, email addresses, telephone numbers and bank details. Disclosure and Barring Service checks (DBS) numbers and date of issue are also held on record.

*North Star Academy* will hold data of any volunteers: names, emails address, telephone numbers and DBS numbers and date of issue.

1) The right to data portability

*North Star Academy* requires data to be transferred from one IT system to another; such as from North Star academy to the Local Authority, for performance BOPA licenses, to dance festival organisations for competition entries and dance associations for examinations.

1. The right to object

Parents, visitors, volunteers and freelance teachers can object to their data being used for certain activities like marketing or research. Marketing emails will contain an ‘opt out’ facility.

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

Automated decisions and profiling are used for marketing based organisations*. North Star Academy* does not use personal data for such purposes.

**Storage and use of personal information**

*North Star Academy* collects information from enquiries made to the school, usually via email. These emails are deleted when a customer/child does not book a place/is booked in for a free trial class. Potential customer/pupil information is stored in a secure location with our administrative department when a potential customer/pupil is booked in for a free trial class. If a place is not then taken up, the personal data is then deleted when requested/confirmed they are not enrolling or by the end of an academic term if no response has been received.

Names and contact details of visiting parents and names, date of births and medical conditions of visiting children are securely locked away with existing customer/student information as detailed above. These are deleted/shredded securely if a decision has been made and (*North Star Academy* have been informed) that visitors will not be returning or by the end of an academic term if a customer has not enrolled a child into the school.

Additional customer and pupil information (address, referral and any other information volunteered by customers) is collected and stored securely when a customer enrols a child as a pupil of *North Star Academy*, using enrolment form (paper form or any future online enrolment forms).

*North Star Academy* collects personal data every year including; names and addresses of those on a waiting list which is stored securely. These records are deleted if the child does not attend.

Freelance teachers have access to personal information such as pupils and customers names, and contact details in case of an emergency. They have access to pupil’s date of births to assess class suitability/dance festival and examination age requirements as well as medical notes to meet the needs and safety of each individual student. This information is confidential.

Only names of pupils are displayed on paper copies of weekly registers these are securely shredded at the end of each academic term.

North Star Academy stores examination identification numbers for pupils (ISTD, Russian Federation & Lamda) until the pupil has completed their examination, then they are shredded. Identification such as passport numbers (post 16) and Unique Learner Numbers (optional for post 16) will be deleted by North Star Academy after exams entries have been processed.

All personal data will be deleted when a pupil leaves the school, as long as their account is cleared. When an account is settled, a customer’s personal information will be deleted.

**Photograph/Video clips**

*North Star Academy* store data held visually in photographs or video clips or as sound recordings. Customers have the option of giving permission or not via our permission forms.

A pupil’s photo will not be accompanied by a name on the school website. A pupil’s Christian name only will accompany a photograph on any social media sites.

A member of staff’s photograph, name and biography will appear on the school website with their consent. Again with consent a member of staff’s photograph may appear on the school Facebook page (name and photo).

No names are stored with images in photo albums.

**Programmes, Photographs and DVD for Performances**

With parental consent, a pupil’s photograph and full name may appear in the show programme (cast list/running order). Staff names, photographs and biographies may appear in the show programme with consent.

An official photographer will take photographs of the school’s show and it will also be recorded and the DVD can be purchased by customers of *North Star Academy*. Therefore pupils can only take part in *North Star Academy* performances if parental permission has been given for photographs/video recording.

**Communications with our Customers**

*North Star Academy* will mainly communicate with customers via email for purposes of invoicing and crucial information for customers such as timetabling/show, dance competition and event information etc. Occasionally, we may send invoices by post if it appears a customer has not received an email.

All marketing emails (information of upcoming events/promotions etc. will include an ‘opt out’ facility).

Telephone/Text – customers will be contacted by home telephone/mobile numbers (where given) in cases of emergency or for vital information such as change to or cancellation of classes/instructions for events pupils are involved in etc.

**GDPR means that *North Star Academy* must:**

\*manage and process personal data properly

\*protect the individual’s right to privacy

\*Provide an individual with access to all personal information held on them.