



# POLICIES

## **Confidentiality**

The School's emails and letters contain confidential and/or privileged information and are intended for only the person to whom it is addressed. Any unauthorised copying, forwarding, disclosure or distribution of the material contained in emails and any attachment is strictly prohibited. All personal information at the school is kept confidential and will not be discussed or shared by the school with any other parent or student.

## **Cancellations**

If there is a bad weather warning in place and you are in doubt about classes taking place, please check the website for information. In such cases the school will reimburse or replace classes. Parents will be notified by our social media, website and emails. Please make sure your details are up to date and you check our news page. If classes are cancelled due to unforeseen circumstances and cannot be replaced during the School term in which it was cancelled the School will not reimburse classes.

## **Child Protection**

At Spirit Academy of Dance we have a duty of care to safeguard all children. It is our aim to provide children and young people with appropriate safety and protection that attend the School. We abide by The Child Protection Act 2004.

## **Protection of our Children**

At Spirit, we ensure that all children are protected. For younger students we insist they do not go home without their Parents or Guardians and will be kept within the classroom with the teacher until collected. Once out of the lesson parents are responsible for their children. Parents and students will not let any persons in the hall if they do not know them or are suspicious of them. We also do not tolerate any behaviour that results in bullying or discrimination, the school will give a written notice for any unacceptable behaviour from a student. If this behaviour does not show improvement the school has the right to refuse admission.

## **Use of Photographic/Filming Equipment**

If a parent wishes to photograph or film classes, they may do so with the permission of the Principal and the teacher's consent, however we operate a policy that protects families that do not wish their children to

be photographed or filmed. If this policy is found to be breached we will ask you to remove all evidence of the photography/filming. We use our own Photograph's and Filming as a platform to advertise the School and to celebrate our students's achievements. The School Photo's and Filming will be published of children at the School and we ask that all members of the School notify the School if you do not want wish your child to be photographed or filmed when you register with the School. When the School film's it's Shows, if parents do not wish their child to be recored students therefore will be unable to participate in the evening performance.

### **Health and Safety**

Some physical contact is necessary by the teacher to demonstrate exercises or techniques or to prevent injury during the class. If in the case of minor accidents, first aid needs to be administered, the school will contact the Parent/Guardian immediately. No responsibility is taken for any injury occurring, during or after classes, although great care is taken to avoid such an occurrence. When a parent enrolls their child with Spirit Academy of Dance, it is their responsibility to ensure that the information given on their registration form is correct and the school is aware of any illness or disability that may affect their child during lessons.

### **The use of Social Media**

We ask that current students who have access to social media do not contact teachers or student teachers on their personal pages. We ask that all students contact the School's email and/or social media page for any questions, helpful tips and advice. Social media is a wonderful communication tool however Spirit Academy's, Facebook and Instagram Page and School email should be the only use of social media contact from current students to teachers. The School will not tolerate current students and or teachers being in contact through social media however please feel free to contact us personally when you have moved on from the school to keep us up-to-date on how you are doing.

### **General Data Protection Regulations 2018**

In accordance with the GPDR Statement.

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. 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. Annette Adams School 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.

What we do at

**Spirit Academy of Dance:**

We do not disclose or sell personal data to third parties.

We do not disclose personal data to other members of the School and their families.

The School uses contact numbers and emails for newsletters, updates, whole school and individual communication, invoices and general information.

Personal data is stored in a locked password encrypted email.

Paper registration forms are stored in a secured filing cabinet.

Hard copy information is destroyed via secure information shredding service.

Information about individual children is used in certain documents, such as, a weekly register, medication forms and examination documentations. These documents include data such as children's names, date of birth and emergency contact numbers. These records are shredded after the relevant retention period.

The Academy collects a large amount of 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 appropriately.

Spirit Academy stores personal data held visually in photographs or video clips or as sound recordings. No names are stored with images in photo albums, displays, on the website or on any social media sites.

## **GDPR Includes 7 rights for Individuals**

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

Spirit Academy of Dance is required to collect and manage certain data. The School collects parent's and or guardian's names, addresses, emergency telephone numbers and email addresses. We also collect children's' full names, addresses, date of birth along with any SEN requirements and are stored via a secure electronic system and Teachers2Parents and paper registration forms are stored in a secured filing cabinet.

This is in respect of our Health and Safety and Safeguarding Policies.

As an Employer of Self Employed practitioners, Spirit is required to hold data on its Teachers such as names, addresses, email addresses, telephone numbers and bank details. Information such as Disclosure and Barring Service checks (DBS), personal Public Liability insurance, First Aid Certificate's, Membership details and any qualification's. This information stored via a secure electronic system RADRAR and Teachers2Parents and paper forms are stored in a secured filing cabinet.

### **2) The right of access**

At any point an individual can make a request relating to their data and Spirit Academy of Dance will need to provide a response (within 1 month). The School 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 Spirit Academy of Dance has a legal duty to keep student and parents details for a reasonable time\*. The School retain any records relating to student'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. Self Employed Teaching records will be erased when the member of leaves their position. All hard copy information is destroyed via secure information shredding service.

\* Spirit holds personal data while the student is registered at the School. The School requires a written notice to leave the School to put into cation the erasure of your data. If records of this is not found, The School will continue to use your data for School purposes only.

#### **4) The right to restrict processing**

Parents, visitors and staff can object to Spirit Academy processing their data. This means that records can be stored but must not be used in any way, for example School Newsletters and General Emails about School news and updates. In this situation, The School has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parents responsibility to ensure they are informed about the Termly event's happening at the School.

#### **5) The right to data portability**

Spirit Academy of Dance requires data, for example registration forms to be transferred from student, to teacher. The School also require's to provide data such as student DOB and exam pin number's to be able to enter students into Exams. In this case recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

#### **6) The right to object**

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

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

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

**This Policy was issued by the Principal, Olivia Blyth of Spirit Academy of Dance in March 2021**

**Policy review date: March 2021**