



Data Protection Policy

This Data protection policy exist in accordance with EU General Data Protection Regulation (GDPR). It is enforce to ensure all students and parents/guardians of the students of Poised Performing Arts are aware of how their data is stored, handled and used.

Principal Katy Phillips is the designated Data protection officer for Poised Performing Arts and all question or concerns should be made to her in writing.

Information Collected

- For the safety of all students at Poised Performing Arts, we are required to obtain certain data from parents/guardians. All information obtained is for the safety of students in lessons. I also obtain data for the relevant communication of information to parents/guardians.
- Information we collect includes, date of birth, name, parents contact information, medical needs and photography permission. This information is required so we are able to contact parents if a child is unwell, contact parents if a class or event is cancelled, contact parents regarding updates about classes and events, know the age of students so we can place them in the appropriate class, know about the child's medical needs incase of emergency or general teaching practice and to submit information to third parties (see below) in regards to examinations.
- Poised Performing Arts also collect information on accident forms which includes, name of child, address, site of accident, accident and first aid received.

Data Storage

- All information collection from online registration form is stored electronically on password protected devices. All information is collected via Wix.com which is encrypted and can only be accessed by a password protected account. Katy Phillips is the only person with access to this account. All information is transferred to a spreadsheet which is password protected. Katy Phillips is the only person with access to this spreadsheet.
- All information collected on paper is stored in a secure locked filing cabinet.
- All information will only be used when necessary. In the case of an emergency or communicating school information.

Data Access

- On a day to day basis the only person with access to this information is Katy Phillips, Principal of Poised Performing Arts. It may be necessary for Poised Performing Arts to share your data with a third party. Please see below
- If your child enters International Dance Teacher Association (IDTA) examinations, Poised Performing Arts is required to supply the following information, Childs name and Childs age.

Parents/Guardians Rights

- Every parent/guardian has the right to know what information Poised Performing Arts stores regarding their child. All requests should be made in writing.
- Every parent/guardian has the right to withdraw their permission for me to hold personal data at any time. Upon this notification all data will be erased immediately.
- If at any time a parent/guardian wishes to withdraw their consent they will not suffer a disadvantage.

Destroying Data

- All data at Poised Performing Arts is kept on record for the entirety of the child's attendance at Poised Performing Arts. Information will be kept on record for up to three years following your child leaving Poised Performing Arts. Information will then be erased apart from the photography and videography permission. If you would like this erased also please make the request in writing to Katy Phillips.