

Data Protection Policy

In line with 'The Data Protection Act 2018'.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). The GDPR requires personal data to be processed lawfully and fairly, be collected for legitimate, explicit and specified purposes and that individuals' data is processed with their full informed consent.

Businesses and organisations in the UK who use personal data are responsible for following the GDPR Protection Principles. These principles are in place to safeguard and protect the users private information.

At Empire Dance Scotland we are committed to protecting the rights and freedoms of our students, parents/carers and volunteers with respect to the processing of all personal data.

Data Protection Principles

All information must be:

- **Used fairly, lawfully and transparently**
- **Used for specified, explicit purposes**
- **Used in a way that is adequate, relevant and limited to only what is necessary**
- **Accurate and, where necessary, kept up to date**
- **Kept for no longer than is necessary**

- **Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage**

Other than official examination bodies, Empire Dance Scotland does not disclose or sell personal data to any third parties.

Personal data is not disclosed to other members of the school and their families.

Empire Dance Scotland uses contact numbers and emails for communication, invoices and updates to staff, parents/carers and volunteers. Emergency contact numbers are provided by parents/carers and are to be used for business purposes only.

All personal data and information about individual children is used in documents such as medical information, exam documentation and class registers. These documents include children's names, date of birth and emergency contact numbers. Empire Dance Scotland stores personal data held in visual by means of photographs and or videography. No names are stored with images or videos when displayed on our website, instagram or facebook without written consent.

Hard copies of personal data and information is destroyed via a shredding machine when a student leaves Empire Dance Scotland.

All personal data is stored in a password protected laptop which is kept in a locked room when not in use. Access to the Empire Dance Scotland email account, website, Facebook and Instagram is password protected and can only be accessed by Renee Costello & Sophy Dowie

(Owners of Empire Dance Scotland).

This policy was written on 13/07/2023 by Empire Dance Scotland.

Policy review date: 13/07/2024.
