

**DATA PROTECTION POLICY**  
**GDPR Regulations**  
**Chloe Elizabeth School of Dance**

**1 Introduction**

- 1.1 We are required to comply with the Data Protection Act 1998 (the DPA) and this policy recognises the rights and obligations established by the DPA in relation to the management and processing of personal data.
- 1.2 The DPA requires anyone who handles personal data to comply with several important principles. It also gives individuals rights over their personal data.

**2 Aims**

- 2.1 We need to collect and store data about students, staff and other users of our facilities to enable us to maintain our core operations, monitor our performance and achievements and comply with health and safety and other legislation. Personal data includes student records, staff records, research data and financial data.
- 2.2 To comply with the DPA, data must be collected and used fairly, stored safely and not disclosed to any third party unlawfully. The DPA also gives the individual the right to know what personal data is held about them.

The DPA states that:

- i) Anyone who processes personal data must comply with the 8 principles under the DPA which ensure that personal data is:
- Fairly and lawfully processed
  - Processed for limited purposes and not further processed in a manner incompatible with those purposes
  - Adequate, relevant and not excessive
  - Accurate and up to date
  - Not kept for longer than is necessary
  - Processed in line with the data subject's rights
  - Secure
  - Not transferred to other countries without adequate protection

Every individual associated with CE Dane who processes or uses any personal data must always abide by these principles.

- ii) The DPA also provides individuals with important rights including the right to find out what personal data is held on computer and paper records (see Section 10 – Subject Access Requests for further information)

**3 Scope**

- 3.1 This policy applies to ALL personal data created, received or maintained by our staff during their duties.

3.2 This policy applies to personal data in ALL formats i.e in whatever media they exist, whether paper or digital

#### **4 Personal Data**

Under the DPA personal data is or may be personal data

- About a living, identifiable individual
- That relates to such an individual
- Forming part of an accessible record
- Held or intended to be held electronically
- Held in a relevant filing system.

Personal data includes data which when brought together allows a living individual to be identified e.g. a name and date of birth, a list of names with associated course information, a name and image. Be aware that even anonymised information e.g. statistics can be deemed to disclose personal data where an individual's circumstances are unique.

#### **5 Sensitive Personal Data**

Some data is classed as 'Sensitive' within the terms of the DPA. This type of data is subject to further regulation under the DPA and can only be processed under certain circumstances.

Personal data becomes Sensitive if it includes any of the following types of personal data about an identifiable, living individual:

- Racial or ethnic origin
- Political opinion
- Religious belief
- Trade union membership
- Physical or mental health
- Sexual Life
- Commission of offences or alleged offences

#### **6 Roles and Responsibilities**

##### **6.1 All Staff**

All staff, whether they physically create, receive or maintain personal data themselves, have an obligation to comply with the principles and requirements of the DPA.

Staff must

- Familiarise themselves with this policy.
- Work with the principal to ensure that requests for personal data are dealt with within 40 calendar days of receipt and direct Subject Access Requests to the directors for processing.
- Destroy in a secure fashion any records that have reached the end of their retention period (see the Procedure for Confidential Waste)
- Only process personal data to the extent to which they have been authorised.

- Ensure that
  - any personal data held in any format is kept securely
  - Personal data is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party.
  - Personal data is locked in a filing cabinet or drawer, or if computerised, is password protected. Personal data held on a memory stick or CD should be encrypted and kept securely.

## 6.2 Failure to Comply with this policy

Any breach of this policy, either deliberate or through negligence may lead to disciplinary action being taken.

## 7 Consent of data subjects to the processing of Sensitive Personal Data

7.1 We may ask for personal data about an individual's health, particular health needs such as allergies, or any conditions such as asthma or diabetes. We will use such personal data in the protection of the health and safety of individuals or for any other legitimate reason. We may also ask for personal data about an individual's criminal convictions. This is to ensure that we offer a safe place for everyone to work.

## 8 Subject Access Requests

8.1 All individuals (staff or students) have the right of access to personal data held about them and there is an established procedure for responding to requests for access to such personal data. Individuals (or their nominees) need to submit a written request to the directors. We will respond to each request as quickly as possible and will ensure that personal data is provided within the statutory period of 40 calendar days unless there is good reason for delay and in such circumstances, we will liaise with the data subject.

8.2 We reserve the right not to release any personal data where an exemption is applicable under the DPA and the 40-calendar day deadline does not commence until we have:

- Received suitable personal data to identify the individual requesting the personal data.
- Are satisfied that the request is made by or with the knowledge and consent of the individual.

8.3 Any request must clearly state what personal data is being requested. The more clearly the request is defined, the more efficiently the request can be resolved.

## 9 Complaints and requests for cessation of processing

Complaints should be addressed to Chloe Harcourt in writing or by email to [chloe.harcourt@hotmail.co.uk](mailto:chloe.harcourt@hotmail.co.uk)

## 10 Further Information

10.1 More information about the Data Protection Act 1998 is available on the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk)