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General Data Protection Regulation Policy

Statement – XLR8 Dance & Fitness will never share information about individuals or families without their permission.

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 is only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. XLR8 Dance & Fitness 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.

GDPR includes 7 rights for individuals

1) The right to be informed

XLR8 Dance & Fitness is required to collect and manage certain data from customers. We need to know parent and emergency contact names, telephone numbers and email addresses.

We need to know children's' full names, date of birth and Education school, along with any SEN or medical requirements.

As an employer XLR8 Dance & Fitness is required to hold data on its Teachers; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details, qualification and certificate details, medical information and past employers places of work. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK.

This is required for processing of DBS checks. DBS Numbers and date of issue are also held on a central staffing record.

XLR8 Dance & Fitness uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

2) The right of access

At any point an individual can make a request relating to their data and XLR8 Dance & Fitness will need to provide a response (within 1 month). XLR8 Dance & Fitness 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. The individual will have the right to complain to the ICO if they are not happy with the decision.

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, XLR8 Dance & Fitness has a legal duty to keep children's and parents details for a reasonable time*, XLR8 Dance & Fitness retain these records for 1 year after leaving our school, children's accident and injury records until the child reaches 21 years and until the child reaches 24 years for Child Protection records. Staff records must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to XLR8 Dance & Fitness processing their data. This means that records can be stored but must not be used in any way, for example competition applications, reports or for communications.

5) The right to data portability

XLR8 Dance & Fitness requires data to be transferred from one IT system to another; such as from XLR8 Dance & Fitness to the Local Authority, for performance licences and to your child school for class attendance information. These 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. XLR8 Dance & Fitness does not use personal data for such purposes.



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Storage and use of personal information

All paper copies of children's and staff records are kept in a locked office and in a locked filing cabinet at the Principals home address. Members of staff will only have access to these files with permission and full confirmation from the Principal (Lianne Davies) but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

All computer based records are kept on a password protected computer and under encrypted and password protected files.

Information about individual children is used in certain documents, such as, a weekly registers & medication forms. These documents include data such as children's names, date of birth and an emergency contact number but no addresses. These records are shredded after the relevant retention period.

XLR8 Dance & Fitness collects a large amount of personal data every year including; names and addresses of those on our waiting lists and interest list. These records are shredded or deleted if the child does not attend any activity related to XLR8 Dance & Fitness or added to the child's file and stored appropriately.

XLR8 Dance & Fitness 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 XLR8 Dance & Fitness social media sites.

Access to all Office computers are password protected. When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick/laptops are password protected and/or stored in a locked office and within this office a locked filing cabinet.

GDPR means that XLR8 Dance & Fitness must;

- * Manage and process personal data properly
- * Protect the individual's rights to privacy
- * Provide an individual with access to all personal information held on them.

This Policy was adapted at a meeting XLR8 Dance & Fitness HQ in May 2018
Signed on behalf of all staff at XLR8 Dance & Fitness.

Policy review date: May 2019