

## A1 Dance Data Processing Details

What Data we collect and why?

Where it's stored and for how long?

Who has access and who might it be shared with?

**For the day to day running of A1 Dance we collect the following information.**

### What data we collect and why?

<b>Students Under 18yrs</b>	
<b>What</b>	<b>Why</b>
Name	To know what to call the student. NHS Test & Trace.
DOB (Age)	To place the student in an appropriate class & to help manage expectations.
Address	If we need to get in contact & other methods have failed to receive a response.
Parent / Guardian's Name	To know what to call you in any communications. NHS Test & Trace.
Parent / Guardian's Contact Number	To contact you if the student becomes unwell. To keep you informed of any concerns, changes to lessons, exam info, show info, news, events or offers. To reply to texts or calls received, we do not reply to texts or calls if the sender is not identified on our system. NHS Test & Trace.
Email Address	To keep you informed of any concerns, changes to lessons, exam info, show info, news, events or offers. After a welcome email at Registration email is generally only used for communications too long to text, or where an image or illustration is also used. To send you invoices. And in reply to emails received. NHS Test & Trace.
Secondary Name & Contact Number / ICE Contact Name & Number	If we are unable to contact the named parent / guardian we will try this number if one has been provided. Text messages are also sent to this number as mentioned above.
<b>In addition for Students under 5yrs</b>	

Toilet	If a parent / guardian wants to leave the building while their under 5yr old is in class we ask for their consent for another adult or older child to accompany the under 5yrs student to the toilet so they are not wandering about alone outside the class. The person accompanying them is asked to stay outside the cubicle and only help with dressing etc. if absolutely necessary.
<b>Students Over 18yrs</b>	
<b>What</b>	<b>Why</b>
Name	To know what to call the student. NHS Test & Trace.
DOB	To help manage expectations.
Address	If we need to get in contact & other methods have failed to receive a response.
Contact Number	To keep you informed of any concerns, changes to lessons, exam info, show info, news, events or offers. We try to keep text messages relevant. To reply to texts or calls received, we do not reply to texts or calls if the sender is not identified. NHS Test & Trace.
Email address	To keep you informed of any changes to lessons, exam info, show info, news, events or offers. We try to keep emails relevant. After a welcome email at Registration, email is generally used for communications too long to text, or where an image or illustration is used. To send you invoices. And in reply to emails received. NHS Test & Trace.
ICE Contact Name & Number	If you are taken unwell and need help or medical attention we will try this number. Or if we've been unable to contact you.
<b>All Students</b>	
<b>What</b>	<b>Why</b>
Medical Conditions.	While we are most definitely not doctors, it does help us to know if a student might need extra attention during classes. Or in the extremely rare case of an emergency we can inform any attending medical personnel of any conditions or medications we've been made aware of.

<p>In addition to details as listed so far.  Source and date of inquiry, expected start date and class, continued attendance markers. Any additional notes. Reminders to contact students on the waiting list.  Exam Marks.  Photograph and videos log.</p>	<p>To maintain a Customer Management List.  This allows us to keep track of inquiries, current Students length of attendance, waiting list and current ages. To keep in touch with students on the waiting list, let them know of relevant changes and to book them in for a taster once a place is available.  To keep track of progress, class and teaching standards.  To keep track of photographs and videos.  To log performances elsewhere (if notified) so we can inform the council when required.</p>
---	---

### Students taking part in Exams

What	Why
Name, DOB, Level attained so far, Student ID etc.	To enter students for exams we need to share some of their details with the exam board. Students are issued a Student PIN number by the Exam Board on their first time of entry which will stay with them through all their Dance Exams.
Medical Conditions.	To decide whether we should apply for reasonable adjustments for that student. You will be asked for your consent and signature before we apply.

### Students taking part in Performances

What	Why
Name	So we know who is in which dance. So Chaperones know who to line up & get to the stage / performance area. Registers & / or Venue sign in / out sheet.
Sizes	So we know what size costumes they need.
Medical Conditions.	So Chaperones know of any relevant issues.
Name, Address, DOB, Performances elsewhere	For Theatrical Licensing.

**All Students – Providing consent has been given.**

<p>Photographs (Images)</p> <p>Videos (Film)</p>	<ol style="list-style-type: none"> <li>1. For training purposes. As an archive of past work. For a memory aid when planning choreography and costuming. To help with student learning.</li> <li>2. For the students and A1 Dance to have as keepsakes.</li> <li>3. For use in printed media e.g. posters, flyers, programmes, banners etc.</li> <li>4. For sometimes sharing on social media members only groups.</li> <li>5. For sometimes sharing on social media to public groups / pages.</li> </ol> <p>Separate consents are requested for photographs and videos in relation to the 5 points noted above.</p> <p>Please see the individual privacy policies of the relevant platform if you are at all concerned.</p> <p>We currently have a presence on Facebook, Twitter, Instagram and YouTube.</p> <p>Photographs and or videos may be taken at performances on behalf of A1 Dance.</p>
<p>Public Performances</p>	<p>We do our very best to control who takes images or videos when we ourselves are running a performance and warn the audience accordingly.</p> <p>We are also very careful about how and where they are shared. However, if the students are involved in a public performance out of the direct control of A1 Dance we cannot in any way be held responsible if members of the public choose to take images or videos.</p>
<p><b>Teachers (Staff) , Volunteers and Chaperones</b></p>	
<p>Name, Address, Contact Details, DOB. Experience, qualifications, DSB check, insurance. Tax and National Insurance details where necessary.</p>	<p>To maintain the necessary records to manage teachers, volunteers and registered chaperones.</p>
<p><b>Students Reward Cards</b></p>	
<p>Name</p>	<p>On the Registration Form we ask you if someone recommended A1 Dance. If they did we ask for their name.</p> <p>After you have completed the Trial Period &amp; have paid your first month's fees your / student's name is added to the Reward Card of the person who recommended us to you. Once they have 5 names on their card they earn a reward.</p>

	See more at <a href="http://www.a1dance.co.uk">www.a1dance.co.uk</a>
<b>Where is the Data stored and how long for?</b>	
*Registration Forms  **Consent Forms	Online Registration Forms are stored on Google – See Google Privacy Notice <a href="https://policies.google.com/privacy?hl=en-GB&amp;gl=uk#nossharing">https://policies.google.com/privacy?hl=en-GB&amp;gl=uk#nossharing</a> Paper Registration Forms are stored in a locked cabinet. *Registration Forms are stored for as long as necessary to execute safe practice. They will be deleted or safely destroyed no later than three years after a student leaves A1 Dance unless we have secured permission to keep any details or if there is an account balance outstanding. **Consent Forms will be deleted or safely destroyed when they are no longer relevant and we no longer have a legitimate interest in keeping them.
Customer Management List	Password protected PC. Password protected and encrypted external hard drive. Monthly back-up on an external hard drive in a locked cabinet.
Paper Register  Name, Fees Total	With the teacher or volunteer on reception to mark when fees are paid and that the student is in the building etc. (see list of processors below) Password protected PC. Password protected and encrypted external hard drive. Monthly back-up on an external hard drive in a locked cabinet.
Mobile Device Register  Student's Name  *Medical  **Toilet, Photo, Video.	Class registers to track attendance and presentation points. On password protected devices to safely run the class. *If this is something that maybe an issue for the student during class. **This is just marked with NO if consent hasn't been given. Only the class teachers and Principal of A1 Dance see this register.
Student's Name Parent / Guardian's Name Contact Number ICE Contact Name & Number	In Outlook address book on a password protected PC. Password protected Mobile phone. Password protected PC. Password protected and encrypted external hard drive. Monthly back-up on an external hard drive in a locked cabinet.
Photos	Password protected PC. Password protected and encrypted external hard drive. Monthly back-up on an external hard drive in a locked cabinet. If not from a public performance. Disks, USB sticks and used SD

	<p>cards are stored in a locked cabinet.</p> <p>Printed photos – some printed photos are out on display when we have had the necessary consent.</p>
Videos DVDs	<p>Password protected PC.</p> <p>Password protected and encrypted external hard drive.</p> <p>Monthly back-up on an external hard drive in a locked cabinet.</p> <p>If not from a public performance. Disks, USB sticks and used SD cards are stored in a locked cabinet.</p>
Reward Cards	<p>A record of referrals is kept on our Customer Management List.</p> <p>Each student keeps their own Reward Card &amp; brings it in to be updated when someone they've recommended becomes a Full Member of A1 Dance.</p>
<b>Who has access and who might it be shared with?</b>	
The Principal of A1 Dance.	Everything mentioned above or below this.
The Assistant Principal	<p>Everything mentioned above or below this.</p> <p>The AP is able to deal with anything via social media and is given access to other data when needed.</p> <p>Processor agreement in place.</p>
Teachers	<p>Have access to anything required to safely run and manage their classes. Generally class registers and any relevant medical details, Toilet &amp; Photo / Video consent.</p> <p>Teachers do not have direct access to student contact details unless the Principal is not available.</p> <p>Any photographs or videos taken by the teachers will be passed over to the Principal at the end of each term or on termination of their contract whichever is sooner.</p> <p>They must then be deleted from the teacher's device(s) unless relevant to the next term's classes.</p> <p>If the teacher requires a copy to document their work then they must request consent from the Principal of A1 Dance and also from the relevant student and for under 18s their parent / guardian.</p> <p>Processor agreement in place.</p>
Regular Volunteers on reception. Teachers on reception.	<p>Generally just student's names, parent / guardian's names fees and which class the student is in.</p> <p>Occasionally medical information if a situation arises where this is deemed necessary.</p> <p>Receipt / sales book. Name, amount paid, sizes.</p> <p>Holiday list. Ticket sales.</p> <p>Processor agreement in place.</p>

Chaperones	Generally just students' names, which dance the student is in & costumes required. Sometimes medical information if a situation arises where this is deemed necessary. Processor agreement in place.
IT Consultant	Occasional limited access restricted to whatever I need help with. Processor contract in place.
<b>Third Party Sharing</b>	
Exam Board – NATD	Name, DOB, Level attained so far, Student ID etc. If necessary, Medical Conditions. For Equal opportunities male / female & a student's parent / guardian is also required to fill in a short form with ethnicity & academic school attended. You can find out more at <a href="http://www.natd.org.uk">www.natd.org.uk</a> Processor agreement sought when required.
Local Council	Name, Address, DOB. Details of any performances taken part in during the preceding 6 months to adhere to child performing laws. Processor contract sought when required.
Venue	Some venues require a sign in and out sheet with names on. Processor agreement sought when required.
<b>Additional Section Added 2020</b>	
Online Classrooms	With the lockdown measures imposed due to Covid-19 we uploaded a quantity of Home Learning materials onto YouTube & Google Classrooms. It is at the discretion of the student, the student's parent or guardian if they make use of these materials. See Google Privacy Notice <a href="https://policies.google.com/privacy?hl=en-GB&amp;gl=uk#nosharing">https://policies.google.com/privacy?hl=en-GB&amp;gl=uk#nosharing</a>
NHS Test & Trace	We will be collecting information as required, to fulfil our responsibilities to aid contact tracing for NHS Test & Trace. Using the EvePass check in app
<b>Safety Online</b>	
Social Media  A1 Dance website	It is at the discretion of the student, the student's parent, guardian or family member if they request membership or join or follow any social media group related to A1 Dance. We are mindful of any content we post but you must decide if it is appropriate for you or yours. We use social media (in particular Facebook) for sharing news of classes and events. We sometimes share class content or

	<p>choreography for home practice. It is your responsibility to ensure your child's safety while on social media or on the internet.</p> <p>There are dance related resources available on the A1 Dance website <a href="http://www.a1dance.co.uk">www.a1dance.co.uk</a></p> <p>We do not post anything on the A1 Dance website that we feel would be harmful to children.</p> <p>There are password protected areas where we share any relevant information such as fees and when they are due, events, exams and show information. We do our best to keep it all up to date.</p>
--	--

We use a variety of procedures and security measures to help protect your personal information from unauthorised access, use or sharing (disclosure). We store the information you provide on computer systems which have limited access and are password protected.

Paper copies are stored securely in a locked cabinet & safely destroyed when no longer relevant.

We do not store bank details (apart from to pay staff, freelancers etc.).

The security measures described above ensure that all reasonable steps are taken to protect your personal information. However, the nature of the Internet means that an absolute guarantee of security cannot be made, and, as with all communications over the Internet, you should be aware that there may be a small security risk when sharing (disclosing) information online.

#### Description of processing

The above is a broad description of the way this A1 Dance / data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

#### Data Controller for A1 Dance

Please email Elizabeth Stagg at [info@a1dance.co.uk](mailto:info@a1dance.co.uk) if you would like to discuss this or any other issue regarding data protection.



## Your Rights

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

## The Right to withdraw Consent

You have the right to withdraw consent at any time. The request must be submitted electronically to [info@a1dance.co.uk](mailto:info@a1dance.co.uk). The request will be also passed to any third party data processors. A1 Dance will remove, destroy or make anonymous all stored data from all systems without undue delay.

If the right to withdraw consent relates to use of images or videos please include as much information & URL Links as possible in order to help with the request.

Thank you for reading.

See also:

A1 Dance Privacy Notice – August 2020