

General Data Protection Regulations 2018



The Performance Programme (TPP)

In accordance with the GDPR Statement.

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Act. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018. GDPR states that personal data should be 'processed fairly and 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. The Performance Programme 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.

What we do at The Performance Programme:

We do **not** disclose or sell personal data to third parties.

We do **not** disclose personal data to other members of the Programme and their families.

We **do** use contact numbers and emails to update and communicate with parents/guardians, communicate with all members, and to deliver invoices and general information in respect of The Performance Programme business only..

We **do** use Parent/Guardian Emergency contact numbers if required for emergency contact

Personal data is stored in an encrypted password protected computer database.

Hard copy information is destroyed via a shredding device when the students leaves The Performance Programme.

Information about individual children is used in certain documents, such as the attendance register and medication information. These documents include data such as the child's names, date of birth and emergency contact numbers.

The Performance Programme only stores personal data held visually in photographs or video clips following the consent of the child and parent/guarding. No names are stored with images in photo albums, displays, on the website or on The Performance Programme social media sites without express permission.

Access to The Performance Programme email account, website, personal data and social media accounts is password protected and is not available to students, their parents/guardians or members of the general public. The Principals of The Performance Programme (Sara Clayton and Abbey Maginnis) have sole access to all of this data.

GDPR includes 7 rights for individuals

1) The right to be informed

As an Employer of Self Employed practitioners, The Performance Programme is required to hold data on its Teachers such as names, addresses, email addresses, telephone numbers and bank details. Information also includes Disclosure and Barring Service checks (DBS), personal Public Liability insurance and ISTD Membership details.

2) The right of access

At any point an individual can make a request relating to their data and The Performance Programme will need to provide a response (within 1 month). The Performance Programme can refuse a request if they have a lawful obligation to retain data but will inform the individual of the reasons for the rejection.

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, The Performance Programme has a legal duty to keep student and parents/guardian details for a reasonable time*. The Performance Programme retains any records relating to accidents and injuries to students for 19 years (or until the child reaches 21 years), and Child Protection record for 22 years (or until the child reaches 24 years). Self Employed Teaching records will be erased when the member of staff leaves their position. All hard copy information is destroyed via a shredding device.

* The Performance Programme holds personal data while the student is a registered member. Once the student leaves the data will be erased within one year.

4) The right to restrict processing

Parents, visitors and staff can object to The Performance Programme processing their data. This means that records can be stored but must not be used in any way, for example programme communications, general emails about The Performance Programme, news and updates. In this situation, The Performance Programme has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parent/guardians responsibility to ensure they are kept aware of any event's happening at The Performance Programme.

5) The right to data portability

The Performance Programme requires data, for example registration forms, to be transferred from student/parent/guardian to The Performance Programme head staff.

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. The Performance Programme does not use personal data for such purposes.

This Policy was issued by The Performance Programme Dec 2023

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