

PERSONAL DATA PROTECTION AND PRIVACY POLICY

Data Protection Officer:

Olivia Egan

Date Reviewed: 22.05.2018.....

Next Review Due:

Jack's Theatre School is committed to handling and processing personal data according to the letter and the spirit of the law, including the new General Data Protection Regulations.

Principles:

1. All physical data will be stored under lock and key and all digital data will be password protected.
2. We will have a named data protection officer.
3. We will make sure people know what we're keeping and how we're using it and can request for it to be destroyed.
4. Financial data will be kept safe for no more than 7 years following any transaction.
5. Responsible people will be trained in data protection.
6. Data will be kept accurate and regularly reviewed.
7. Breaches will be dealt with openly and thoroughly investigated.
8. No sensitive, genetic or biometric data will be kept by the school.
9. No-one should be surprised by what we're keeping and how we're using it.
10. This policy will be reviewed every year or after a breach.

How we collect data:

1. We will make sure the person you are taking data from knows what you are taking and agrees to how you are going to use it in writing.
2. We will keep the data safe and secure, either locked away or password protected at all times.
3. We will not use it for anything we haven't already asked about.
4. We will destroy it as soon as we no longer need it, unless it's a record of a financial transaction which must be kept for 7 years.

How we process data:

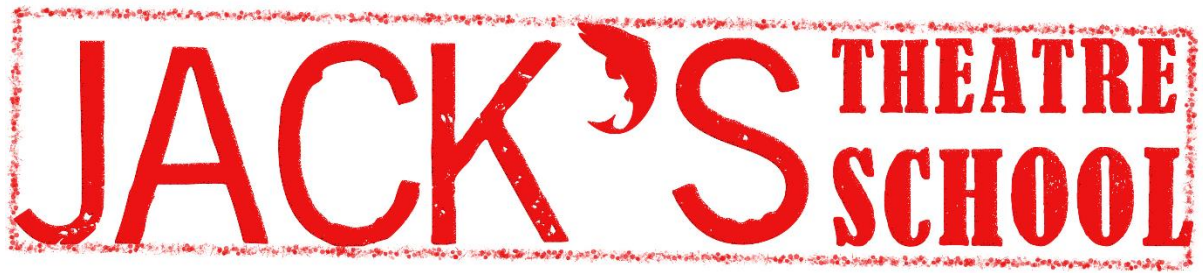
1. All processing is done by the data protection officer
2. Data is used for keeping registration records, publicity, emergency calls, exam registration and child performance licensing.
3. Data will not be shared except with official examination/licensing bodies.

Keeping your data accurate:

1. We will check with people that our data is accurate on a regular basis – every three years.

In the case of a breach we will:

1. Tell the person involved what has happened.
2. Inform relevant authorities if required.
3. Find out how and why the breach happened.
4. Reassess the systems to make sure it doesn't happen again.
5. Review and amend the policy to reflect this.



Data – Making Sure it's Lawful

You're being given this crib sheet because you collect or process information about people in the school. The new laws mean that you have to keep to these simple common sense rules:

1. Tell the person whose data it is what you've got.
2. Tell the person whose data it is how you use it.
3. Keep it securely locked away in the safe or password protected.
4. Get rid of it when you don't need it anymore.
5. Don't share it with anyone else.

If you are not sure talk to Olivia and I will find out for you.

Thank you

JACK'S THEATRE SCHOOL

REGISTRATION FORM

*Name:
Date of Birth:
Parent Name:
Classes attending:
Parent Contact Details:
*Phone:
E-mail:
Address:
*Any other information eg Special Needs, Allergies, Ongoing medical conditions that we should be aware of:
I give permission for a) photos <input type="radio"/> and b) videos <input type="radio"/> to be taken of me and put on the Learning With Jack's facebook page, Jack's website and printed information about the group If they are to be used anywhere else further permission will be sought
I do not want photos or videos to be taken <input type="radio"/> or used in publicity <input type="radio"/>
Signed (by parent if under 16 otherwise by member)
(If you don't want to agree to this that's absolutely fine, just don't sign and let me know when you return the form so that I can make a note of it Thanks, Olivia)

DATA PROTECTION INFO:

We will only use this information to contact you in an emergency, to get your feedback, to enter you for exams, apply for a performance licence or to let you know about events that might interest you. You can contact us at any time to find out what information we have about you. You can request us to destroy your information at any time. We will only be willing to teach students for whom we have an emergency contact number and health and safety information. Information is kept in a locked safe and/or in password protected files which can only be accessed by teachers. We will not share your information except as stated above.

*required fields.

**JACK'S THEATRE SCHOOL
DATA PROTECTION AND PRIVACY STATEMENT:**

- ◆ We will only use the information we hold about you:
 - a) to contact you in an emergency,
 - b) to get your feedback,
 - c) to enter students for exams,
 - d) to apply for a performance licence
 - e) or to let you know about events that might interest you.

- ◆ You can contact us at any time to find out what information we have about you.

- ◆ You can request us to destroy your information at any time.

- ◆ We will only be willing to teach students for whom we have an emergency contact number and health and safety information.

- ◆ Information is kept in a locked safe and/or in password protected files which can only be accessed by teachers.

- ◆ We will not share your information except as stated above.

