



Chelis School of Dance  
Mapledene Primary School, Birmingham, B26 3XE  
08/01/2024

## **General Data Protection Regulation (GDPR) Policy**

### **1. Introduction**

Chelis School of Dance is committed to safeguarding the privacy and security of personal data entrusted to us by our students, staff, parents, and other stakeholders. This policy outlines our approach to compliance with the General Data Protection Regulation (GDPR) and our commitment to protecting the rights and privacy of individuals.

### **2. Scope**

This policy applies to all personal data processed by Chelis School of Dance, whether it is collected online, in person, or through any other means. It encompasses data related to students, parents, staff, volunteers, and any other individuals associated with the dance school.

### **3. Principles of Data Protection**

Chelis School of Dance adheres to the following principles of data protection:

- a. \*Lawfulness, Fairness, and Transparency: We will process personal data lawfully, fairly, and transparently, providing clear information about the purposes for which the data is collected and how it will be processed.
- b. \*Purpose Limitation: We will only collect and process personal data for specified, explicit, and legitimate purposes.
- c. \*Data Minimization: We will ensure that the personal data collected is adequate, relevant, and limited to what is necessary for the intended purposes.
- d. \*Accuracy: We will take reasonable steps to ensure that personal data is accurate and, where necessary, kept up to date.
- e. \*Storage Limitation: We will retain personal data for no longer than is necessary for the purposes for which it is processed.
- f. \*Integrity and Confidentiality: We will implement appropriate security measures to protect personal data from unauthorized access, disclosure, alteration, and destruction.
- g. \*Accountability: We will demonstrate compliance with data protection laws and regulations and be able to evidence our adherence to the principles outlined in this policy.



#### **4. Data Collection and Processing**

Chelis School of Dance may collect and process personal data for the following purposes:

- a. Registration and enrolment of students.
- b. Communication with students, parents, and staff.
- c. Organizing and promoting events, performances, and activities.
- d. Ensuring the safety and well-being of students.
- e. Meeting legal and regulatory requirements.

#### **5. Consent**

Where required, Chelis School of Dance will seek explicit consent from individuals before collecting and processing their personal data. Consent will be obtained for specific purposes and will be documented.

#### **6. Data Security**

We will implement appropriate technical and organizational measures to ensure the security of personal data.

#### **7. Data Subject Rights**

Individuals have the right to access, rectify, erase, and restrict the processing of their personal data. Chelis School of Dance will promptly respond to such requests in accordance with GDPR requirements.

#### **8. Data Breach Response**

In the event of a data breach, Chelis School of Dance will follow established procedures to assess, contain, and report the breach to the appropriate authorities and affected individuals, as required by law.

#### **9. Review and Revision**

This policy will be regularly reviewed to ensure its effectiveness and compliance with GDPR. Any necessary revisions will be made to address changes in legislation or our data processing activities.

#### **10. Review Date**

This policy will be reviewed annually or as needed to ensure its continued effectiveness.

A handwritten signature in black ink, appearing to read "H. Martin".

Holly Martin

Principle

Chelis School of Dance