



General Data Protection Regulation (GDPR) Policy

Introduction

GDPR covers personal data relating to individuals. Wonderland Stage School is committed to protecting the rights and freedoms of individuals with respect to the processing of the personal data of children, parents, visitors and staff. GDPR states that personal data should be “processed fairly & lawfully”, “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.

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’s 7 Rights for Individuals

1) The right to be informed

Wonderland Stage School is a performing arts education provider and is required to collect and manage certain data. We need to know parent’s names, addresses, telephone numbers and email addresses. We need to know your child’s full name, address, date of birth, medical conditions, disabilities or SEN requirements.

Wonderland Stage School is required to hold the following data on its teachers: names, addresses, email addresses, telephone numbers, date of birth, DBS (Disclosure and Barring Service) issuer, issue date and certificate number, insurance certificates, first aid certificates (if applicable) and bank details. We view photo ID to verify the individual but do not store photocopies of these.

2) The right of access and rectification

At any point an individual can make a request relating to their data and Wonderland Stage School will provide a response within 1 month. Wonderland Stage School 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 Information Commissioner’s Office if they wish to appeal the decision. All members of Wonderland Stage School can make amendments to their data without restriction.

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, Wonderland Stage School has a legal duty to keep children’s and parents details for a reasonable time. Wonderland Stage School retains children’s accident and injury records until the child reaches 18 years, and child protection records until the child reaches 21 years. Staff records must be kept for 2 years after the teacher stops providing tuition for Wonderland Stage School, before they can be erased. Wonderland Stage School must also keep registers for accountancy purposes. This data is archived securely and permanently deleted after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Wonderland Stage School processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

Wonderland Stage School may require data to be transferred from one IT system to another; such as from Wonderland Stage School to the Local Authority, for performance licences/exemptions and financial reporting.



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. Wonderland Stage School does not use personal data for such purposes.

Storage and use of personal information

Information about individual children is used in certain documents, such as rehearsal lists, attendance registers, safeguarding documents, and medication forms. These records are deleted after the relevant retention period. Information about adults including teachers and parent helpers is kept for the required retention period and then permanently deleted.

Wonderland Stage School collects a large amount of personal data every year, including names and addresses of those on the waiting list. These records are permanently deleted if the child does not attend or added to the child's file and stored appropriately.

Wonderland Stage School stores personal data held visually in photographs or video clips or as sound recordings, unless written withdrawal of consent is given. No names are stored with images in photo albums, displays, on the website or on Wonderland Stage School social media sites.

Access to the administrative private computer is password protected and only Alice Davies has the password. Team members, where necessary, will have access to contact details and medical details in case of an emergency and in order to fulfil their teaching responsibility. This access will be reviewed at the beginning of each term. If a team member ceases to teach for Wonderland Stage School this access is immediately withdrawn.

Filming and Photography Statement

Wonderland Stage School recognises that sharing photographs and films of our activities can help us celebrate our participants' achievements and successes, provide a record of our activities, and raise awareness of our stage school.

Photographs and film may be used for publicity purposes through print, website and social media channels. We will never include names next to images unless it is necessary in some cases such as press releases. Additional permission will be required in this case.

We will always ask permission to take and use photographs and film of your child. This is a vital section in the Registration Form where you must tick 'yes' or 'no' when asked if you consent. You have the right to change this decision at any time. However, if consent is withdrawn, it may not be possible to delete a photograph or film that has already been shared or published.

We will respect your wishes if you do not give consent for photography and filming of your child. We will never exclude a child from an activity because we do not have consent to take photographs or film.

This policy was last reviewed on 2 September 2023.

Signed:  Date: 02/09/2023