



**DATA PROTECTION POLICY – May 2018**

1. This document describes the means by which Les Pas de Ballet will comply with new EU regulations known as the General Data Protection Regulation (GDPR).
2. Copy of this document is kept on our website [www.lespasdeballet.org](http://www.lespasdeballet.org)
3. We collect data from each student of the school for essential information in order to work and communicate with you safely and efficiently. We ask for
  - Child's full names
  - Parents / Guardian 's names
  - Address
  - Phone Number
  - Emergency contact details
  - Important medical information that may affect being involved with dance
4. Les Pas de Ballet will never pass or share your details with third parties other than the RAD as below.
5. Data such as full names, date of birth and emergency numbers are only shared with the Royal Academy of Dance at examination time.
6. Les Pas de Ballet will not place any personal data online or on the school website.
7. You have the right to see your personal data, and to ask for it to be deleted. A request to view your data is known as a 'subject access request'. The school is legally obliged to respond to your request within 30 days.
8. Paper enrolment forms are kept in a domestic locked filing cabinet and data is held for whole duration of you being with us. Data will then destroyed by shredding.

**Occasionally we take and use photographs for marketing purpose and for sharing news worthy events. Images used will never identify an individual pupil with their name.**

**Please tick the box giving consent to the use of photos in :**

**Les Pas de Ballet Website  Facebook  School Posters and Brochures**

**Please tick the box giving consent to the use of films in :**

**Les Pas de Ballet Website  Facebook**

**Please tick so that the RAD can process names and dob for the examinations**

**Sign \_\_\_\_\_ Date \_\_\_\_\_**