



## Privacy Notice (How we use pupil information)

### The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, phone numbers and email addresses)
- Medical conditions (helping us to keep the children safe and protect them whilst in our care)
- Attendance information (such as sessions attended and number of absences)
- Photographs of exams and events and video footage of performances/shows

### Why we collect and use this information

We use the pupil data:

1. to provide appropriate care and safety of our pupils, understanding their needs.
2. to inform parents and students on school information and upcoming events and news via our newsletter
3. to enter students for exams with the Imperial Society of Teachers of Dancing (ISTD), the Royal Academy of Dance (RAD) and the London Contemporary Music board (LCM)
4. to comply with the child protection laws and regulations when putting on productions in accordance to performance licensing laws
5. to comply with the law regarding data sharing
6. photographs and video are sometimes used for promotion and advertising
7. **To comply with the Test and Trace service regulations**

### The lawful basis on which we use this information

We collect and use pupil information under the following lawful bases (linked to the above processing purposes)

1. legitimate interests
2. consent
3. public task
4. legal obligation
5. legal obligation
6. consent

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. The lawful basis for this data will be consent and we will wait until your consent has been given before processing this data.

## Storing pupil data

Paper copies of pupil personal data is kept in a locked filing cabinet in the residential home of the Principal of Cranleigh Dance and Theatre Arts Ltd and these records remain here at all times. These records are shredded once the pupil has left the school.

Contact cards with pupil names and emergency contact details are held at the Church rooms and locked in a secure cupboard for teachers to access if necessary. These records are shredded once the pupil has left the school.

Cranleigh Dance and Theatre Arts Ltd stores personal data held visually in photographs or video clips or as sound recordings. No names are stored with images in photo albums, displays, on the website or on Cranleigh Dance and Theatre Arts social media sites. Consent will be asked for when joining the school surrounding the use of photographs and video recording.

All pupil data except for email addresses which we have received consent will be held only for the duration that they are a current pupil at the school. These records will then be securely disposed of.

## Who we share pupil information with

We have to share pupil information with:

- the examination boards; ISTD, RAD and LCM
- our local authority
- **We may need to share personal data with the Test and Trace service**

## Why we share pupil information

We share pupil information to the examination boards above and the local authorities under the lawful basis of public task in order for us to enter students for exams and involve them in shows. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information please contact the Principal; Jasmine Lomanto

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact: Jasmine Lomanto; [jasmine@cranleighdance.co.uk](mailto:jasmine@cranleighdance.co.uk)