

DPA PRIVACY POLICY (GDPR)





GDPR STATES THAT PERSONAL DATA SHOULD BE:

- Processed fairly & lawfully
- Collected for specified and legitimate purposes
- Individuals' data is not processed without their knowledge and is only processed with their consent.

HOW DPA USES MY DATA

Dynamic Performing Arts (DPA) is committed to protecting the rights of individuals with respect to the processing of children's, parent's, and staff personal data.

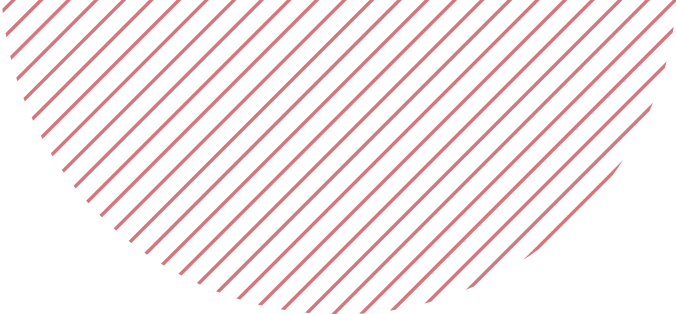
When you participate in or sign up to any DPA class, activity or workshop, we may collect and store personal information about you. We need to know parents names, addresses, telephone numbers, email addresses. We need to know children's full names, date of birth and any SEN/Medical requirements/conditions. By submitting your details, you enable us to provide you with the products or services that you have selected.

On occasion, we are required to provide this information to Surrey County Council (SCC) for the purposes of school shows and to chaperones in respect of Health & Safety and the Safeguarding of children.

We are also required to provide pupils' data when entering pupils for Dance examinations to the Imperial Society of Teaching of Dancing (ISTD) & Royal Academy of Dance (RAD)

DPA shares data with DanceBiz. DanceBiz is owned by ThinkSmart Software and provides secure platform giving nominated DPA teachers access data information. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

Teachers can have access to these files, but information taken from the files about individual children is confidential. These records are deleted after the one year retention period.



DPA photographs/video clips taken during classes, workshops, shows and competitions are solely used for DPA purposes, such as the website and other promotional material.

Access to office computers/laptops is password protected. Any portable data storage used to store personal data such as a USB memory stick is password protected and/or stored in a locked filing cabinet/cupboard.

DPA does NOT share your personal information with third parties, unless clearly stated. We do NOT sell your data, and neither do we buy data from third parties.