



Data Protection Policy

This document describes the means by which JMC Dance & Music will comply with new EU regulations known as the General Data Protection Regulation (GDPR), which came into force on 25 May 2018 and updated the UK Data Protection Act 1998.

JMC Dance & Music is committed to protecting the privacy and confidentiality of its students.

We will only collect;

- Personal information (such as name and date of birth);
- Next of kin (such as name/s and emergency contact number/s);
- Relevant medical information;
- Attendance information (such as dates of attendance/absence and reason for absence);
- Assessment information (such as examination results).

It also includes your (parent/carer's or students over 16 years of age):

- Contact details (such as name, address, telephone number and email address).

We do not sell personal data to any other organisation. The personal information held by JMC Dance & Music about our students is the minimum necessary to facilitate the running of our business; such as contact details and examination history.

Why we need your data.

We need to know your basic personal data in order to provide you with on-going school updates including performances, exams, workshops, and current or new class details, in line with the overall service we provide to you.

We collect some personal data in order to ensure the safety of you/your child whilst attending our school. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

JMC Dance & Music will not:

- a. Place any personal data online or on the school website, other than posting the forenames of students involved in newsworthy events.
- b. Share personal data with any other organisation.
- c. Be responsible for data relating to the school which has been collected by other persons or agencies (for example, the Royal Academy of Dance or Imperial Society of Dance).

How long we keep your data.

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

What are your rights.

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint about how we have handled your personal data, you can contact us to have the matter investigated ~ info@jmcdanceandmusic.co.uk

This policy has been approved by the school principal. All questions regarding this policy should be addressed to the Data Controller.