

## **TORBAY SCHOOL OF DANCE DATA PRIVACY POLICY**

We will ask you to complete a paper registration form and a Data protection agreement. Details required are name of child, date of birth, any relevant health issues, address, parent/ guardian names, contact phone numbers and email addresses and any emergency contact names and numbers. This information will be shared with teachers of Torbay School of Dance. The registration forms will be held securely in a private area of the school.

Information that is loaded onto computer will include child's name, parent's name and contact details. We don't record addresses, dates of birth or health information on computer.

We will share names, dates of birth, contact details and health issues if relevant (and agreed by you) with the following examining bodies

The Royal Academy of Dance (RAD)

The National Association of Teachers of Dancing (NATD)

Personal identity numbers and examination results are private and are not shared with anyone else other than teachers at Torbay School of Dance.

We may be required to supply names, dates of birth to Torbay Council if children are performing in shows and also to Festival Committees if your child participates in a dance festival competition.

We do not share any of your personal data with other students or parents.

We will not include surnames on our Facebook page and only use photos of your child if you have agreed to this on our registration form.

We will keep your information up to date by reviewing your registration form regularly.

All teachers are aware of the Data Protection requirements.

If your child leaves Torbay School of Dance we will delete information from computer records immediately and the paper registration form after 6 months. The paper records will then be securely shredded.