

Frogmore Dance School

Data Protection Policy

Who is holding your information?

The information you have given to us is kept by Katie Conquest, Principal, with relevant information (such as names, emergency phone numbers and medical issues) also accessible to the class teachers. We do not permit copying or sharing by our staff and actively monitor for any potential breaches.

What Data do we hold?

Katie Conquest, principal of Frogmore Dance School, is a teacher with the IDTA, and as so, is required to collect and manage certain data. We need to know parent's/guardian's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth and any medical conditions or allergies that may be needed for safe guarding and if acting as Loco Parentis.

Frogmore Dance School stores personal data held visually in photographs or video clips or as sound recordings, as laid out in our registration form.

Where do we get data from?

We only hold data provided to us by you, with all initial information being collected on the registration form when a student enrolls into Frogmore Dance School classes or waitlist. We may also collect data that is emailed to us by you. Once collected it is transferred onto our main database. We only keep data that is necessary to run the dance school in an efficient manner.

Where is your data stored?

With most small businesses, we do not have any tailor-made software – we use mainstream packages for record keeping, email and accounting etc. We have picked mainstream suppliers with appropriate security standards. These include, but are not limited to Class Manager and Google.

Do we share your data?

We never sell data we hold. Your information/advice is held in the strictest confidence. The teaching faculty are aware that confidentiality is paramount and any sharing of data is a breach of data regulations.

Frogmore Dance School may require data to be transferred from one IT system to another; such as from Frogmore Dance School to the Local Authority, for performance BOPA licences, and dance Associations for examinations, and entry for competitions, Show programme printing and show DVD credits, NHS Track & Trace. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

We also reserve the right to share information if we suspect a safeguarding issue.

How long do we retain your data?

We will keep and update records for as long as your child dances at Frogmore Dance School or your account is open. Financial information such as fee's paid will be kept for 10 financial years for accounting purposes.

Media data such as show DVDs, show or event photos, will be kept indefinitely for history of the school and as memories for the principal. Any of this data may be used for promotional purposes as laid out in our registration form. Any data used as a teaching tool will be deleted when this is no longer required. For example, at the end of class, or when a festival solo is no longer being performed.

Want to see what we hold on you?

Under GDPR regulations, you have the right to know what information we hold on you, please send an email to info@frogmoredanceschool.com and we will inform you of what information we have. If you believe we have information we should not be keeping, or it is out of date or otherwise wrong, please let us know and we will take appropriate action.

Cookies & Website

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