



Data Protection Policy

Cheneler School of Dance are aware the Government Data Protection Act (GDPA) has been introduced.

At Cheneler School of Dance we require you to fill out registration forms with personal information on and it is up to us to reassure you that we look after this data.

Please read below to ensure we have made it clear how we will collect, store and use your information.

- The registration forms will be kept in a folder, in a safe, secure place.
- Cheneler School of dance school will be able to contact you via, email, phone or post.
- Cheneler School of Dance will not share any information with third parties, with exemption of:

It will be necessary if a pupil has been given parental consent to take part in a dance exam, for their name and D.O.B. to be given to the ISTD for participation.

It will be necessary if a pupil has been given parental consent to take part in a performance with Cheneler School of Dance, for their name, address and D.O.B. to be shared with West Sussex County Council for performance licensing purposes.

- At Cheneler School of Dance any photos or videos that are shared for advertising, no name will be shared without parent's permission.
- In case of emergency all our registers have contact numbers on, but never will any information be shared and all teachers keep the register safely with them.
- If and when a child leaves the dance school the registration form will be destroyed and no information will be saved.

Updated: May 2018

To be reviewed: May 2019