

CARRIE MAY SCHOOL OF PA

Data Protection Information

In line with the General Data Protection Regulations (GDPR) which comes in to force on 25th May 2018 we are required to gain a detailed level of consent. This is initiated by us supplying all members with a comprehensive list of the data we hold, where it is held and why. Therefore, we must ask all members to please fill in the check list, which is a part of this document, and return it to us as soon as possible so we can ensure best practise and fully informed consent.

What data is Stored		How long is data stored?	How/ where is data stored?	Why is this data stored?	Who has access to this data?	How/when is data destroyed?
General data storage and Reports		7 years Electronic data is stored on a protected computer network and a restricted-access hard drive	Hard copies are stored in organised files within locked storage. Digital data is stored on a secure database inside our secured office	To allow Carrie May School of Performing Arts Staff access to relevant data regarding members including membership details and permissions	Carrie May School of Performing Arts Staff have access to this data, both hard copies and electronic	Hard copies will be shredded appropriately and destroyed. Electronic data will be permanently deleted from all systems, including hard drives
Emergency Contact Details		7 years	Data is stored in a computer database and on the original hard copy	In case of an emergency so appropriate contact can be made	Carrie May School of Performing Arts Staff have access to this data, both hard copies and electronic.	Hard copies will be shredded appropriately and destroyed. Electronic data will be permanently deleted from all systems, including hard drives

CARRIE MAY SCHOOL OF PA

Medical Information		7 years	Data is stored in a computer database and on the original hard copy	To ensure the safety of all members and for Staff to be full informed of relevant medical information	Carrie May School of Performing Arts Staff have access to this data, both hard copies and electronic	Hard copies will be shredded appropriately and destroyed. Electronic data will be permanently deleted from all systems, including hard drives
Digital media Photos	Website	Indefinitely unless instructed otherwise	Online (public)	To promote the school and its classes	Public access	Hard copies will be shredded appropriately and destroyed. Electronic data will be permanently deleted from all systems, including hard drives Indefinitely unless instructed otherwise
	Social Media (Facebook)		Online (public)	To keep parents up to date on current events and to promote the school and its classes	Public access	
	Social Media (Twitter)		Online (public)	To promote the schools' activities and share achievements	Public access	
	Social Media (Instagram)		Online (public)	To promote the schools' activities and share achievements	Public access	
	Promotional material (external)		On promotional material (public)	To promote the school and its sessions	Public access	
Digital Media Videos	Website	Indefinitely unless instructed otherwise	Online (public)	To promote the school and its sessions	Public access	Electronic data will be permanently deleted from all systems, including hard drives
	Social Media (Facebook)		Online (public)	To promote the school and its sessions	Public access	

CARRIE MAY SCHOOL OF PA

	Social Media (Twitter)		Online (public)	To promote the schools' activities and share achievements	Public access	Indefinitely unless instructed otherwise
	Social Media (Instagram)		Online (public)	To promote the schools' activities and share achievements	Public access	
	Promotional material (external)		On promotional material (public)	To promote the school and its sessions	Public access	
Communication	Text Messages	At the discretion of the individual Staff member	On Staff devices (including mobile phones and secure laptops)	To enable Carrie May School of Performing Arts Staff access to relevant data regarding member's attendance, enquiries and details	The individual Staff members	Electronic data will be permanently deleted from all systems, including hard drives
	Emails	Indefinitely				
	Voicemail Messages	Until listened to and dealt with				
	WhatsApp Messages	Indefinitely				

CARRIE MAY SCHOOL OF PA

Third Parties

Carrie May School of Performing Arts does not actively share data with third parties, however there are certain instances where sharing information is crucial to our business processes.

Freelance Teachers:

As many of Carrie May School of Performing Arts teachers are freelance staff, we have confidentiality and data processor agreements in place. Teachers will never be provided with personal details aside from participant's first names, the name of the parent/guardian on the enrolment form and any medical information that is pertinent to the running of a class (subject to consent from the data subject)

NHS Track & Trace:

In the event we are contacted by the NHS about one of our school members being tested positive for Coronavirus, we must supply contact details of all those who have been in contact with the child. We will provide minimal details. **If you wish to opt out of this, please speak to a member of staff.** For more information: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> , <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Child Performance Licensing:

In order to process child performance licences, Carrie May School of Performing Arts are legally required to provide some personal data to local councils (including but not limited to: full name, date of birth and school details). This is an optional consent, which will be sought at the time of sending participation consent forms.

Carrie May School of Performing Arts is satisfied that their GDPR process are thorough and any data will be stored in a secure environment, and not unnecessarily retained. For more information: <https://www.lewisham.gov.uk/mayorandcouncil/aboutthecouncil/access-to-information/Pages/Data-Protection-Act.aspx>

CARRIE MAY SCHOOL OF PA

Child Safeguarding Concerns:

In the unlikely event Carrie May School of Performing Arts has a safeguarding concern in relation to one of our participants, Carrie May School of Performing Arts are legally required to provide data to the safeguarding board at the local council.

Carrie May School of Performing Arts is satisfied that their GDPR process are thorough and any data will be stored in a secure environment, and not unnecessarily retained.

Event Programmes:

Carrie May School of Performing Arts may occasionally produce programmes for events. These will only ever contain the first name and first initial of a child's last name (unless otherwise consented to). The name of a child's class may also be included. Participants/their Parent and/or Guardians may choose if they want to be included in the programme when they agree to participate at an event.

Examination Entry:

In order to enter examinations, Carrie May School of Performing Arts must provide some personal data to examination boards (currently Carrie May School of Performing Arts work with: ISTD, IDTA Acrobatic Arts and ABRSM). This sharing of data is to be consented to by the data subject and/or parent/guardian upon being entered for the exam.