Up-Dated OCTOBER 2026

General Data Protection Regulation **Policy Statement**

General Data Protection Regulation (**GDPR**) was approved by the EU Parliament in 2016 and took effect from 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individual's data is not processed without their knowledge and are only processed with their 'explicit' consent.

GDPR covers personal data relating to individuals & **Studio One (DCPA)** is committed to protecting the rights and freedoms of individuals with respect to the processing of Students, Parents, Visitors and Staff personal data.

The Data Protection Act gives individuals the right to know exactly what information is held about them. It provides a framework to ensure that personal information is handled properly.

Studio One (DCPA) is not required to register with the ICO (Information Commissioners Office)

GDPR includes 7 rights for individuals

1) The right to be informed

Studio One (DCPA) is a registered Performing Arts provider with the Royal Academy of Dance, the British Theatre Dance Association & the London Academy of Performing Arts & is therefore required to collect and manage certain data.
We need to retain parent's names, addresses, telephone numbers, email addresses. We need to be informed of children's' full names, addresses, date of birth and Education school, along with any specific educational requirements.

We are also required to provide this data to Dorset County Council, Bournemouth Council & other performing council areas; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect details of visiting Teachers, Lecturers & Officials to our Centre. This is in accordance with our Health & Safety and Safeguarding Policies.

As an employer of Freelance Staff, Studio One (DCPA) is required to hold data on its Teachers & other staff; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK.

This information is sent via a secure file transfer system to Capita for the processing of DBS checks. DBS Numbers and date of issue are also held on a central staffing record

2) The right of access
At any point an individual can make a request relating to their data and **Studio One (DCPA)** will provide a response (within 1 month). We can also exercise our right to refuse a request if we have a lawful obligation to retain the data – however we will inform the individual of reason for the refusal. The individual has the right to complain to the ICO if they are not happy with the decision.
3) The right to erasure
You have the right to request the deletion of your data where there is no compelling reason for its continued use. However **Studio One (DCPA)** has a legal duty to keep children's and parents details for a reasonable time; retaining records for 3 years. Accident and injury records will be retained until the child reaches 18 & has completed their Dance Education at **Studio One (DCPA).**
Staff records must be kept for 6 years after the person leaves us. This data is archived securely onsite and shredded after the legal retention period.
4) The right to restrict processing
Parents, visitors and staff can object to **Studio One (DCPA)** processing their data.
This means that records can be stored but must not be used in any way, for example reports or for communications.
5) The right to data portability
Studio One (DCPA) requires data to be transferred from one IT system to another; such as from our computer system to the Local Authority, for Performance Licences & to Associations for Examination Entries. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to **GDPR**. We also use Secure Online Document Services to receive data & payments from customers.
6) The right to object
Parents, Visitors and Staff can object to their data being used for specific activities such as marketing or research.
7) The right not to be subject to automated decision-making including profiling.
Studio One (DCPA) does not use personal data for such purposes.

Storage and use of personal information
All paper copies of Student's, Member's and Staff records are kept inside locked filing cabinets in Studio One's offices. Members of staff can have access to these files but information taken from the files about individual children is confidential and these records remain on site at all times. These records are shredded after the appropriate retention period.
Information about individual Students & Members is used in specific documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Studio One (DCPA) collects a large amount of personal data every year including; names and addresses of those on our waiting lists. These records are shredded if the Student / Member does not attend or the data is added to their files and stored appropriately.

Studio One (DCPA) stores personal data held visually in photographs, video clips & sound recordings. Parental consent is obtained annually & names are not stored with images in photo albums, displays, on our website or on **Studio One (DCPA)** social media sites.

Studio One (DCPA) has several Facebook Groups for Parents. Personal Information is not used on our pages.

Access to all Office computers is password protected. When a member of Staff leaves the Centre, these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that **Studio One (DCPA)** will

* Manage and process personal data properly
* Protect the individual's rights to privacy
* Provide an individual with access to all personal information held on them

This Policy was adapted at a meeting of Directors & Teachers at **Studio One (DCPA)** in May 2020

Policy review date: OCTOBER 2027

* Please see attached Retention periods for records.

Retention periods for records – Studio One (DCPA)

Children's records	Retention period	Status	Authority
Student / Member records - including registers, medication record books and accident record books pertaining to the children	A reasonable period of time after children have left the provision	Requirement	Statutory Framework for the Early Years Foundation Stage (given legal force by Childcare Act 2006)
	Until the person ceases to be a member of the Centre & no longer attends classes	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age
Records of any reportable death, injury, disease or dangerous occurrence	*3 years after the date the record was made*	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)
Personnel records	**Retention period**	**Status**	**Authority**
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommendation	Chartered Institute of Personnel and Development
DBS check	6 months	Recommendation	DBS Code of Practice The following basic information should be retained after the certificate is destroyed: the date of issue; the name of the subject; the type of disclosure; the position for which the disclosure was requested; the unique reference number; and the details of the recruitment decision taken
Pay			
Wage/salary records (including overtime, bonuses and expenses)	6 years	Requirement	Taxes Management Act 1970
Income tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	Requirement	The Income Tax (Employments) Regulations 1993 (as amended)
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years after employment ends	Recommendation	Chartered Institute of Personnel and Development

Financial records	Retention period	Status	Authority
Accounting records	6 Years	Requirement	Charities Act 2011 Companies Act 2006

	Retention period	Status	Authority
Administration records	For as long as possible	Recommendation	Health and Safety Executive
Employers' liability insurance records	10 years from the date of the meeting for companies	Requirement	Companies Act 2006
Minutes/minute books	6 years from the date of the meeting for Charitable Incorporated Organisations	Requirement	The Charitable Incorporated Organisations (General) Regulations 2012
	Permanently	Recommendation	Chartered Institute of Personnel and Development

Health and Safety

Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made		Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Assessments under Health and Safety Regulations and records of consultations with safety representatives	Permanently	Recommendation	Chartered Institute of Personnel and Development	