



## **DATA PROTECTION POLICY**

KS Dance Ltd is fully committed to protecting personal data for the protection of all staff and students

KS Dance Ltd collects and uses personal information about staff, students, parents, guardians or carers and other individuals who come into contact with the school with written consent.

This information is gathered in order to enable it to provide education, communication and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the College complies with its statutory obligations.

KS Dance Ltd has a duty to issue a Fair Processing Notice to all students, parents, guardians or carers, summarising the information held on students, why it is held and the other parties to whom it may be passed on.

### **AIM**

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 2018 (DPA 2018) including the General Data Protection Regulation (May 2018)

It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

Following guidance from the Data Protection Act 1998 and implementing guidelines from the ICO on the Data Protection Act 2018.

The following principles must be adhered to at all times:

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes
- Personal data shall be adequate, relevant and not excessive
- Personal data shall be accurate and where necessary, kept up to date
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
- Personal data shall be kept secure i.e. protected by an appropriate degree of security;
- Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.



The College is committed to maintaining the above principles at all times and so will

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information it holds
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests
- Ensure our staff are aware of and understand our policies and procedures

### **Complaints**

Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator). Unlawful obtaining or disclosure of personal data, or any other breach of section 55 of the Data Protection Act 1998 by staff or students will be treated in accordance with the college's disciplinary procedures.

### **Review**

This policy will be reviewed every two years and take into account changes in the law and guidance issued by the information Commissioner