



Data Privacy Policy

The General Data Protection Regulation Act (GDPR) came into affect on 25th May 2018 and replaced the Data Protection Act. The main objective of the GDPR is to ensure that appropriate steps are being taken to keep held data safe and secure. Miss G's Academy of Performing Arts will gather, use and store your data and this policy gives further information on the reasons and methods used.

What Information Is Gathered and Why

The information gathered will include your home address and email address so that we may issue invoices and include you on our mailing lists for both targeted information regarding your child's(rens) class(es) and also to keep you updated with wider news from Miss G's Academy of Performing Arts.

Also gathered are alternative contact names and telephone numbers, together with details of your child's(rens) allergies and/or medical conditions in order that we can appropriately care for your child in loco parentis and have a suitable means of contacting you in the event of an accident, sickness or other emergency.

Your child's(rens) full name(s) and date(s) of birth are gathered in order to offer them a place in an appropriate class and to enter them for exams with the ISTD. Your child's(rens) full name(s) and date(s) of birth may also be used in order to enter them for dance competitions.

How Is The Information Used and Stored

The information gathered from you by Miss G's Academy of Performing Arts is stored in hardcopy/paper format and also within our email account and on a computer software system called Dance Biz, which is provided by ThinkSmart Software.

ThinkSmart Software's own online security has always been their highest priority and they have worked hard to ensure all their systems and products are heavily secured whilst following necessary security procedures. ThinkSmart Software take all proportional steps to safeguard your data from unauthorised access. All ThinkSmart Software servers are protected by multiple firewalls and intrusion detection and prevention systems that are regularly monitored and tested. 256-bit Secure Sockets Layer (SSL) data encryption is employed to protect all data access across the internet.

Dance Biz is used to generate all our timetables and class registers (including parent/emergency contact numbers) and all our invoices. It also enables us to compile class waiting lists, and record invoice payments. Full access to Dance Biz is available to the Principal and Administrators only; teachers have restricted access only to the registers for the classes they teach. All levels of access are individually password protected. Registers may be printed from Dance Biz in order to allow our teachers assured access to their registers and record attendance each week without having to rely on internet/Wifi access in class. Weekly attendance must be recorded not only to be aware of progress made in class, but also to act as a checklist in the event of a fire or emergency evacuation. All printed registers are returned to Georgina Wootten at the end of each term for safe disposal.

Your child's(rens) full name(s) and date(s) of birth will be shared with the ISTD in order for them to be issued with a candidate PIN and entered for dance exams. This data may also be used when entering your child(ren) for dance competitions and in these instances the data is shared with the competition organiser.

This policy is the property of Miss G's Academy of Performing Arts. Copying and/or onward transmission of this document is strictly prohibited without the prior knowledge and consent of Georgina Wootten.



Access to the Miss G's Academy of Performing Arts email is available to the Principal and Administrators only and the account is password protected.

Paper copies of exam results from the ISTD are kept by Miss G's Academy of Performing Arts. These are useful as a progress check for the performance of your child in the exam and the performance of the teacher concerned. These exam results are stored at the school's registered premises in a locked filing cabinet.

When joining Miss G's Academy of Performing Arts you are asked to complete an Enrolment Form. If submitted as paper copies, these are stored at the school's registered premises in a locked filing cabinet; electronic submissions will be stored within our email system.

We will process your confidential information only for the business purposes mentioned above. The data will be stored securely, for no longer than is necessary and solely for the completion of the business activities of Miss G's Academy of Performing Arts.

As and when you advise us that you wish to leave the school, all paper copies of documents that contain your personal details will be safely destroyed, with the exception of any exam results as these have a wider relevance to Miss G's Academy of Performing Arts. All electronically stored information, records and personal details will be deleted from our email account and from DanceBiz.

Should you wish to withdraw your consent at any other time, please send a request by email to Miss G's Academy of Performing Arts.