

General Data Protection Regulations Policy- Saddleworth Ballet School

Policy Statement

Saddleworth Ballet School is a Dance School in the private dance sector.

The school currently operates from Greenfield Primary School, located at Shaw Street, Greenfield, Saddleworth, Oldham, OL3 7AA. The premises at Greenfield Primary School includes 1 dance studio, 1 sports hall, secure entrance/collection area for parents/guardians, small break out area for students, separate male and female toilets also used as changing facilities.

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and came into effect on 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. Saddleworth Ballet School is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors, and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

What we do at Saddleworth Ballet School:

- We do not disclose (other than to Official Examination bodies) or sell personal data to third parties.
- We do not disclose personal data to other members of the school and their families.
- The school uses contact numbers and emails for communication with and updates to parents, whole school and individual communication, invoices, and general information.
- Emergency parent contact numbers are given to Saddleworth Ballet School for the use of emergency contact & for contact in respect of Saddleworth Ballet School business only.
- Personal data is stored in a locked password protected computer database.



- Hard copy information is destroyed via a shredding device when a student leaves the school.
- Information about individual children is used in certain documents, such as, a weekly register, medication information and examination documentation. These documents include data such as children's names, date of birth, and emergency contact numbers.
- Saddleworth Ballet School stores personal data held visually in photographs or video clips. No names are stored with images in photo albums, displays, on the website or on Saddleworth Ballet School social media sites, without express permission.
- Access to the school email account, website, personal data, social media accounts and examination details is password protected and is not available to members of the public, members of the school, and or, its staff. The school Principal, (Emily Turner), has sole access to all this data.

GDPR includes 7 rights for individuals:

1) The right to be informed

Saddleworth Ballet School is registered with BBODance, and as such, is required to collect and manage certain data. The school collects parent's and or guardian's names, addresses, emergency telephone numbers, medical information, and email addresses.

As an employer of self-employed practitioners, Saddleworth Ballet School is required to hold data on its teachers such as names, addresses, email addresses, telephone numbers and bank details. Information such as Disclosure and Barring Service checks (DBS), personal Public Liability insurance, and professional membership details.

2) The right of access

At any point an individual can make a request relating to their data and Saddleworth Ballet School will need to provide a response (within 1 month). Saddleworth Ballet School can refuse a request if we have a lawful obligation to retain data, but we will inform the individual of the reasons for the rejection.

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, Saddleworth Ballet School has a legal duty to



keep student and parent details for a reasonable time*. Saddleworth Ballet School retain any records relating to student's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Self-employed teaching records will be erased when the member of staff leaves their position. All hard copy information is destroyed via a shredding device.

* Saddleworth Ballet School holds personal data while the student is registered at the school. Once the student leaves, data will be erased.

4) The right to restrict processing

Parents, visitors, and staff can object to Saddleworth Ballet School processing their data. This means that records can be stored but must not be used in any way, for example school communications, general emails about school news and updates. In this situation, the school has no obligation to refund any classes missed or cancelled, due to 'lack of communication'. It will be the parent's responsibility to ensure they are informed about any event's happening at the school.

5) The right to data portability

Saddleworth Ballet School requires data, for example enrolment forms to be transferred from the school inbox to a database that is saved in a password protected laptop. The school is required to provide data, such as student DOB and exam pin number's, to be able to enter students in BBODance Exams. In this case, recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The right to object

Parents, visitors, and staff can object to their data being used for certain activities like marketing or research.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing-based organisations. Saddleworth Ballet School does not use personal data for such purposes.

Last reviewed- September 2025 for the 25-26 academic year.

Emily Turner, Principal and Business Owner.

