**Privacy and Data Protection Policy**

**Sammy’s School of Dance**

**Updated:** July 2021 **Reviewed By:** Miss S Pickard

Sammy’s Dance take our students data seriously, so we have written this short policy to keep you in the loop of exactly how we hold, store and use the personal information you provide us.

**How may Sammy’s Dance use your information**

* Personal Information including Name, DOB, Address and email address are stored on Miss Sammy’s Personal Password Protected Laptop.
* Medical Information – This can be accessed by all teaching staff for the use of emergencies, (via a password protected link) if a paramedic or first aider is called they will need to be given this information.
* Registration – Students will use a simple registration form to sign up to classes, once the information has been recorded on our database, Sammy’s dance will then destroy that registration form.
* Exam Results – This can be accessed by all teaching staff, and can be used to asses students development. Parents and the public can view school collective exam achievements on the school website but no names will be listed.
* Photos – If you **have** signed up to allow photography/videography of your student this may be used on our School website/Facebook/Instagram or Vimeo Accounts. Student images will never be used outside of these associates nor will a students full name or age be advertised with images. Some images may also be used for advertising purposes such as school leaflets, banners and posters. Students will not be named with these images. If you **have not** signed up to photography/videography then these students will not be photographed.
* Parents and guardians have the choice to change information at any time. Please send this to us in a sealed envelope, which can be destroyed once recorded on the database.

**Signed:** A picture containing game, drawing, table

Description automatically generated

**Privacy Lead:** Miss S Pickard