



# HASLAND DANCE STUDIOS

## DATA PROTECTION POLICY

Last Reviewed: 03 March 2017

## **1: AIMS:**

### 1.1:

The HASLAND DANCE STUDIOS (hereafter referred to as HDS) aims to comply with the requirements of the Data Protection Act 1998, the Public Interest Disclosure Act 1998, the Crime and Disorder Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000, the Privacy and Electronic Communications (EC Directive) Regulations 2003, the Freedom of Information Act 2000 and the United Kingdom Data Protection (Processing of Sensitive Personal Data) Order 2006.

### 1.2:

The legislation gives individuals rights in connection with the processing of manual and computerised personal data and on the movement of such data.

### 1.3

This policy:

- Outlines HDS's commitment to safeguarding the personal data of individuals
- Provides information to employees and others who are responsible for the implementation of this policy.

## **2: GENERAL:**

### 2.1:

HDS recognises that personal information is confidential and unauthorised disclosure is a breach of contract and an offence under the Data Protection Act.

### 2.2:

Data protection legislation applies to anyone who handles or has access to information about individuals (data subjects)

### 2.3:

Data subjects on whom the information is held have rights.

### 2.4:

Employees and others who handle data will follow the rules set out in the legislation and help to protect individuals' rights.

2.5:

The Data Protection Act seeks to ensure that information held on computers and in some paper-based systems (collectively known as relevant filing systems) are managed properly. Employees must protect personal information by following the eight principles of good practice set out in Clause 3 below.

2.6:

If data subjects wish to obtain information about themselves or other individuals, the Data Protection Act applies; if the information is in relation to HDS as an organisation the Freedom of Information Act 2000 applies.

2.7:

There is an exemption in the Data Protection Act 1998 which allows for the release of personal information for the purposes of prevention or detection of crime. HDS may release information to the Police or other crime prevention or law enforcement organisations upon request in such circumstances. This will only be done by, or with the permission of, a Partner.

### **3: DATA PROTECTION: EIGHT GENERAL PRINCIPLES:**

Data Protection legislation provides data subjects with rights and, as a result, all personal information shall:

1. Be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
2. Be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
4. Be accurate, and where necessary, kept up to date.
5. Not to be kept for longer than is necessary for that purpose or those purposes; be processed in accordance with the rights of the individual under the Act.
6. Be processed in line with the rights of data subjects' rights.
7. Have in place appropriate technical and organisational measures against unauthorised or unlawful processing of

personal data and against accidental loss or destruction of, or damage to, personal information.

8. Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data or unless specific agreement has been sought from the individuals concerned.

#### **4: STATEMENT:**

HDS collects and uses certain types of personal information about people (data subjects) with whom it deals in order to operate. These include current, past and prospective employees, suppliers, students, parents, visitors and others with whom it communicates. Examples of personal information include names, photographs, contact details, gender and age.

In addition, it may occasionally be required by law to collect and use certain types of personal information to comply with the requirements of government departments for business data (e.g. ethnicity, health and safety statistics)

Personal information will be dealt with properly irrespective of how it is collected, recorded and used – whether on paper, electronically or recorded on other media.

HDS regards the lawful and correct treatment of personal information as important to successful operations and to the maintenance of confidence between it and those with whom it deals.

HDS will ensure that all staff acting on its behalf obtain, use and disclose personal information lawfully and correctly. To this end, we fully endorse and adhere to the principles of data protection, as set out in the Act.

#### **5: IMPLEMENTATION:**

5.1:

The school's Partners are its designated 'Data Controllers' and hold responsibility for the fair and legal processing of data.

5.2:

The Data Protection policy is available on the school's website and is introduced to new employees during induction.

5.3:

All staff and other individuals are appropriately trained to handle personal information.

5.4:

HDS will regularly review the way it processes personal information in light of compliance with the Act and will review this policy on a regular basis.