

Dance Focus Academy

GDPR & Data Protection Policy

School / Studio	Dance Focus Academy
Policy owner	Jade Fitchett
Date adopted	1/8/2026
Review frequency	Annually, or sooner if legislation/guidance changes
Next review due	1/8/2027
Data Controller	Dance Focus Academy
Contact for data queries	jadeowen.dfa@gmail.com

1. Purpose

Dance Focus Academy is the data controller for personal information relating to pupils, parents/carers, and staff, and is committed to processing this information fairly, lawfully, and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. What Information We Collect

- Pupil name, date of birth, and contact details
- Parent/carer name, address, phone number, and email address
- Emergency contact details
- Medical information, including allergies and conditions relevant to safe participation
- Photographs and video, where consent has been given
- Payment and billing information
- Staff recruitment records, including DBS check outcomes

3. Lawful Basis for Processing

We process most pupil and parent data under the lawful basis of contract (to deliver classes you have enrolled in) and legitimate interests (running the school safely and effectively). Medical information is processed on the basis of explicit consent. Photography and video for marketing purposes is processed on the basis of consent, which can be withdrawn at any time.

4. How We Use Information

- To register and manage pupil enrolment and attendance
- To communicate with parents/carers about classes, events, and payments
- To ensure pupil safety, including managing medical and emergency information
- To process payments and fees
- To meet legal and regulatory obligations

5. Data Storage and Security

Personal data is stored securely, whether on paper or electronically, and access is limited to staff who need it to carry out their role. Electronic records are password-protected and, where held in cloud systems, only reputable providers with appropriate security standards are used.

6. Sharing Information

We do not sell or share personal data with third parties for marketing purposes. Information may be shared with examination boards, external venues for performances, or statutory agencies where required by law or to safeguard a child.

7. Retention of Data

Pupil records are retained for the duration of enrolment and for a reasonable period afterwards (typically up to seven years) to meet insurance, legal, and safeguarding requirements, after which they are securely deleted or destroyed. Staff recruitment records, including DBS information, are retained in line with statutory guidance.

8. Rights of Data Subjects

Parents, carers, and staff have the right to:

- Access the personal data we hold about them or their child
- Request correction of inaccurate data
- Request deletion of data, where applicable
- Withdraw consent (for example, for photography) at any time
- Object to certain processing, or request it be restricted
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests can be made in writing to [jadeowen.dfa@gmail.com / Jade Fitchett].

9. Data Breaches

Any suspected data breach is reported immediately to Jade Fitchett - Principal who will assess the risk and, where required, notify the ICO within 72 hours and inform affected individuals without undue delay.

10. Review

This policy is reviewed annually and updated to reflect any changes in data protection law or school practice.