



Nicola Miles Theatre Studios (hereinafter called NMTS) shall hold data solely for the purpose of NMTS with only those connected with NMTS able to access it. It will be held on computer and on paper file. Personal data shall not be shared with any third parties without the express permission of those concerned unless such disclosure is to enable NMTS to fulfil its constitutional purpose. Please sign the relevant box to opt into the Data Protection and GDPR Privacy Notice.

This document describes the means by which NMTS will collect and use the data. The Lawful collection and storage of data is that NMTS and its teachers and helpers need to know for each pupil, their name, date of birth, educational school, classes attending, address and any medical requirements. General Parent and Guardian information will also be collected, their name, mobile/landline phone number and email address. Without this information NMTS cannot function in the best and legitimate interests of the pupils and therefore will not register any of its data with the Information Commissioner.

To comply with the GDPR NMTS will make available a GDPR to all Pupils/ Parents/Guardians via paper copy, Private Facebook Page (PFP) and Private Band App.

## **GDPR PRIVACY NOTICE**

**Introduction** New EU regulations known as the General Data Protection Regulation (GDPR) will come into force on 25 May 2018. The GDPR places significant additional responsibilities, over and above those defined in the Data Protection Act 1998, on those who collect and process personal data, to ensure that providers of personal data understand the lawful basis for the collection and processing of their data. The document which explains this basis is known as a 'Privacy Notice'. The present document constitutes the NMTS Privacy Notice.

**What personal data does NMTS need to collect?** For each pupil the NMTS collects the name, date of birth, educational school, address, telephone numbers both mobile and landline and e mail address in order that information regarding classes, offers and rehearsals etc., maybe sent to those who need to have it. On occasions Parents/ Guardians / Grandparents or other relatives' information are recorded but with the sole purpose of ensuring that a child can be brought and collected at the correct time if parents are working for example.

**Who is collecting the data?** The data will be collected by those connected to running NMTS.

**How is the data collected?** Data is mainly collected by means of paper application forms, although some entries are sent electronically by e-mail, via the Public Facebook Page or Texts and other methods of contact. Some data needs to be stored for example in an accident book which must be available on site. This cannot be guaranteed to be in a secure office. Those to whom it applies will be informed.

**Why does NMTS need to collect this data?** Self-evidently, NMTS must know the names and details of pupils in order to run the school. Details of School offers and new classes and items of interest will be e mailed/texted and placed on the Private Facebook Page (PFP) and Private Band App. (PBA)

**How will the data be used?** Initial completion of an application form. Data will be input to an Excel spreadsheet, the school mobile and is used to generate a confirmatory summary for the school and generate various lists which are used by those connected to NMTS to ensure that Pupils are available in the right place at the right time and print registers and certificates etc. In general anything to do with the running of NMTS. It will also be used to aid management planning.

**With whom will the data be shared?** The database itself will routinely be accessible to those connected with running NMTS by means of a password protected document. Persons subsequently leaving NMTS will not then be able to access any information. None of the data will be placed online or shared with any outside agency or organisation other than for the purpose of Child Protection/Safeguarding i.e Police/MASH etc. if any kind of abuse/neglect is suspected; examination entries, festival entries and events etc. Those organisations are then responsible for their own GDPR Privacy Notices.

**Does anyone else associated with NMTS collect data?** Only those who have previously been identified earlier. Should NMTS appoint for example a professional photographer/ video company to record performances (except where individuals request that this not be done). They may need to collect data from anyone ordering, but this is entirely a matter between them and the customer. NMTS accepts no responsibility for any data provided or collected for that purpose.

**Can I see my data?** You have the right to see your personal data, and to ask for it to be deleted. A request to view your data is known as a 'subject access request'. NMTS is legally obliged to respond to your request within 30 days.

**How long will my data be kept?** Paper application forms will be kept until the child leaves providing all fees due have been paid. Information may be required for obtaining unpaid dues. Information is destroyed by shredding or burning. NMTS will erase electronically held data after a ten-year period providing all dues are paid to date. If you would like your details erased from the historic record within the ten-year period you should make a subject access request. Your data will then be anonymised in the database.

**How secure is my data?** Electronic data is held in a password-protected database and a backup copy maintained. None of the data is accessible online by anyone other than those connected with NMTS as previously stated. Paper documents (e.g. application forms/ entry forms etc.) are kept in a private dwelling with normal domestic security measures in place; NMTS will take reasonable measures to ensure that the paper data is not lost or stolen or viewed by unauthorised persons but does not guarantee to store it under lock and key. E-mail communications are not subject to special encryption measures.

This Policy will be updated regularly and you are required to keep up to date with any changes via the PFP/PBA . Thank you