



Encompass Dance Academy

Data Protection Policy

Introduction

Encompass Dance Academy is committed to ensuring the protection and security of personal data in compliance with relevant data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy aligns with guidance provided by the Information Commissioner's Office (ICO) and outlines how we collect, process, store, and protect personal data.

Scope

This policy applies to all staff, students, parents, volunteers, and any third parties who handle personal data on behalf of the School.

Data We Collect

Encompass Dance Academy collects and processes personal data, including but not limited to:

- Names, addresses, phone numbers, and email addresses of students, parents, and staff.
- Emergency contact details.
- Medical information necessary for student safety.
- Attendance records.
- Payment and billing information.
- Photographs and videos for promotional and educational purposes (with consent).

Purpose of Data Processing Personal data is collected and used for the following purposes:

- Managing student enrolment and attendance.
- Ensuring the safety and welfare of students.
- Communicating with students, parents, and staff.
- Processing payments and managing accounts.
- Promoting the dance school's activities through marketing (with explicit consent).
- Compliance with legal and regulatory obligations.

Data Protection Principles

Encompass Dance Academy adheres to the following principles, in line with the ICO's requirements:

- Lawfulness, Fairness, and Transparency – Data is collected and processed lawfully and transparently.
- Purpose Limitation – Data is collected for specified, explicit, and legitimate purposes.
- Data Minimisation – Only necessary data is collected and processed.
- Accuracy – Data is kept accurate and up to date.
- Storage Limitation – Data is retained only as long as necessary for its intended purpose.
- Integrity and Confidentiality – Data is stored securely to prevent unauthorized access.
- Accountability – The School takes responsibility for data protection compliance and maintains necessary documentation.

Data Security Measures

Encompass Dance Academy implements appropriate technical and organisational measures to safeguard personal data, including:

- Password-protected systems and databases.
- Secure storage of physical documents.
- Access restrictions to personal data.
- Compliance with ICO guidelines on cybersecurity and data protection.

Data Sharing and Third Parties

Encompass Dance Academy does not share personal data with third parties unless:

- Explicit consent is obtained.
- It is required by law.
- It is necessary for fulfilling contractual or service obligations (e.g., payment processors, regulatory bodies).
- Data protection agreements are in place with third-party processors to ensure compliance.

Data Subject Rights

Individuals have the following rights under UK GDPR:

- Right to access their data.
- Right to rectification of incorrect or incomplete data.
- Right to erasure (where applicable by law).
- Right to restrict or object to data processing.
- Right to withdraw consent at any time.
- Right to lodge a complaint with the ICO if concerns arise regarding data handling.

Data Retention

Personal data is retained only for as long as necessary to fulfil its purpose. Upon expiry, data is securely deleted or anonymised, in compliance with ICO guidelines.

Breach Notification

In the event of a data breach, the dance school will:

- Assess the risk and impact.
- Take immediate corrective action.
- Notify affected individuals and relevant authorities, including the ICO, if required by law.

Contact and Complaints

For any questions or concerns about this policy or personal data, please contact:

Data Controller: Olivia Timbey
Encompass Dance Academy
Unit 2, Burslem Business Park, Reginald Street, Burslem, Stoke-on-Trent, ST6 1DU
missolivia@encompassdance.co.uk
07979 394150

Individuals also have the right to contact the ICO directly via their website: <https://ico.org.uk>.

Review and Updates

This policy will be reviewed annually and updated as necessary to remain compliant with legal requirements, ICO guidelines, and best practices.

By implementing this policy, Encompass Dance Academy ensures responsible data handling, protecting the privacy and rights of all individuals associated with the School.

This policy is signed by:



Date: 01/02/2025

