



# **Pitter Patter Arts GDPR Policy**

**In accordance with the GDPR Statement.**

**GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Act. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Pitter Patter Arts is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.**

**What we do at Pitter Patter Arts**

- **We do not disclose (other than to Official Examination bodies) or sell personal data to third parties.**
- **We do not disclose personal data to other members of the School and their families.**
- **Pitter Patter Arts uses contact numbers and emails for communication with and updates to parents in respect of specific classes/workshops.**
- **Pitter Patter only stores the email addresses in a data base of those who have signed up to the mailing list.**
- **Emergency Parent contact numbers are given to Pitter Patter Arts for the use of emergency contact & for contact in respect of Pitter Patter Arts only.**
- **Personal data is stored in a locked password protected computer database.**
- **Personal data is deleted when no longer used.**

**Information about individual children is used in certain documents, such as, a weekly register and medication information. These documents include data such as children's names, age and emergency contact numbers. These records are shredded after the relevant retention period.**

**Pitter Patter Arts collects a large amount of personal data every year including; names and addresses, telephone contact numbers and email addresses. These records are only used for the specific classes/workshops they were booked for unless parents have signed up to the mailing list.**

**Pitter Patter Arts stores personal data held visually in photographs or video clips or as sound recordings. No names are stored with images in photo albums, displays, on the website or on Pitter Patter social media sites without express permission.**

**Access to the School Email account, Website, Personal Data, Social Media Accounts and Examination Details is password protected and is not available to members of the Public, or staff. The leader of Pitter Patter has sole access to all this data.**

## **GDPR includes 7 rights for individuals**

### **1) The right to be informed**

**Pitter Patter Arts collects parent's and or guardian's names, addresses, emergency telephone numbers and email addresses. We also collect children's' full names, ages with any medical requirements and these are stored in a password protected computer.**

**This is in respect of our Health and Safety and Safeguarding Policies.**

**As an Employer of Self Employed practitioners, Pitter Patter Arts is required to hold data on its Teachers such as names, addresses, email addresses, telephone numbers and bank details. Information such as Disclosure and Barring Service checks (DBS), personal Public Liability insurance, First Aid Certificate's, Membership details and any qualification's. This information stored via a secure electronic system and any paper forms are stored in a secured filing cabinet.**

### **2) The right of access**

**At any point an individual can make a request relating to their data and Pitter Patter Arts will need to provide a response (within 1 month). Pitter Patter Arts can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection.**

### **3) The right to erasure**

**You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, Pitter Patter Arts has a legal duty to keep student and parents details for a reasonable time\*. Pitter Patter Arts retain any records relating to student's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Self Employed Teaching records will be erased when the member of staff leaves their position. All hard copy information is destroyed via a shredding device.**

**\* Pitter Patter holds data during the time a student is attending a specific class/ workshop but will only store it for a longer duration if the mailing list has been joined. Parents/carers ca request to be taken off the mailing list at any time and their date will be permanently deleted.**

### **4) The right to restrict processing**

**Parents, visitors and staff can object to Pitter Patter Arts processing their data. In this situation, Pitter Patter Arts has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parent's responsibility to ensure they are informed about any event's happening at the School.**

### **5) The right to data portability**

**Pitter Patter Arts requires data, for example registration forms to be transferred from student, to teacher.**

### **6) The right to object**

**Parents, visitors and staff can object to their data being used for certain activities like marketing or research.**

### **7) The right not to be subject to automated decision-making including profiling.**

**Automated decisions and profiling are used for marketing-based organisations. Pitter Patter Arts does not use personal data for such purposes.**

**This Policy was issued by the organisation lead, Chloe Edwards-Wood on in January 2024.**

**Policy review date: January 2025**