



MORGAN ACADEMY OF PERFORMING ARTS GENERAL DATA PROTECTION REGULATION POLICY

How we use pupil data

The categories of pupil data that we collect, hold and share include:

- Personal Information (such as name, date of birth, address, phone number, email address, emergency contact details)
- Health Requirements (including medical conditions, allergies, special dietary requirements)
- Photo Permission (for use on our website and social media platforms)

Why we collect and use this data

We use the pupil data:

1. To make sure we are providing the best care for our pupils.
2. To keep our parents and pupils up to date with the latest school information and upcoming events.
3. To enter pupils for exams with the Imperial Society of Teachers of Dancing and the Royal Academy of Dance.
4. To comply with Child Protection laws and regulations.
5. To comply with Performance Licensing laws.

Collecting pupil data

This is provided in writing by the pupil's parent/guardian on enrolment to the school by completing our Registration Form.

Storing pupil data

Your personal data is input on to a 'Contacts' program. Both the security and privacy settings for this program are locked. The computer that your information is stored on is password protected with finger recognition. All data is backed up on a regular basis. The data can only be accessed by staff with authority and is available for parents to see upon request. Paper copies of pupil personal data is kept in a locked filing cabinet at our MAPA studios. The use of photographs and video clips are only permitted with the parent's consent. When a pupil leaves the school, all records are disposed of securely.

Who we share pupil data with

We have to share pupil data with:

- Our examination boards (ISTD and RAD)
- Our local authority

Why we share pupil data

We share pupil data to the examination boards and the local authorities in order to enter pupils for exams and to involve them in shows. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under the Data Protection legislation, parents and pupils have the right to request access to the information that we hold about them.

You also have the right to:

- Object to the processing of personal data that is likely to cause, or is causing damage or distress
- Restrict processing (ie. for the purposes of direct marketing)
- Have inaccurate personal data rectified or erased completely

If you have a concern about the way we are collecting or using your personal data please email suzy.mapa@gmail.com