



## **EKB Performing Arts**

### **GDPR Policy 2024**

**Date of Last Review: 01/09/2024**

EKB Performing Arts, hereby lays out our Data Protection Policy, privacy policy and privacy statement in line with the new GDPR rules which take effect from Friday 25th May 2018.

Emily Bucknall (Director of EKB Performing Arts) is the data controller as defined by GDPR.

#### **What data do we collect?**

When you register at our school we ask for the following details:

- Parent/Guardian Name and surname for invoice
- Child's name and surname
- Child's DOB
- Email address for the invoices to be sent
- Home address for invoicing
- Emergency contact numbers for our registers
- Details of any medical conditions / injuries we would need to be made aware of within our dance classes.
- Approval of social media, photography and video use.

#### **How long do we keep it?**

- We will store your/ your child's details for as long as your child is a student at our Performing arts school.
- Once they move on, the details are deleted and will not be shown on our new term/ year database.

#### **What do we use your information for?**

- We ensure that the teachers all have up-to-date registers including the students names, contact numbers and details of medical conditions / injuries they would need to be made aware of.
- We use the parent / guardian information provided to send over the invoices.
- Occasionally we will email you with specific details relating to upcoming shows / exams / summer schools or new term timetables / registration links.
- Your details are NOT shared with any third party organisation.

In the case of a data breach we would inform the relevant authorities with 72 hours.