



LOUISE MIDDLETON SCHOOL OF DANCE

GDPR INFORMATION SHEET

WHAT IS GDPR?

The **General Data Protection Regulation** (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU). In the UK, GDPR will replace the Data Protection Act 1998, which was brought into law as a way to implement the 1995 EU Data Protection Directive. GDPR seeks to give people more control over how organisations use their data, and introduces hefty penalties for organisations that fail to comply with the rules, and for those that suffer data breaches. It also ensures data protection law is almost identical across the EU.

WHEN DOES THIS TAKE EFFECT?

The new GDPR will come into effect on **25th May 2018**.

WHO IS RESPONSIBLE FOR DATA PROTECTION AT LOUISE MIDDLETON SCHOOL OF DANCE?

The main person responsible for Data Protection at LMSD is **Jessica Springett**.

WHAT IS LMSD DOING TO COMPLY WITH GDPR?

1. Our first step has been to fully understand the new regulation, and to carefully see what data we have and how we store it. We have put in place a plan of action to inform parents, students, clients and customers about their data and we have decided what data we no longer need to hold.
2. LMSD has introduced a new Data Protection & Privacy Policy to make parents fully aware of the data we hold and what happens to your data. A consent form will be sent home with students, **Parents will need to sign this form and return by 16th June**, and will be required to re-sign a new form on a bi-annual basis.
3. LMSD has introduced a new **Data Protection & Privacy Policy**, which can be found on our website.
4. To keep data as secure as possible we have decided to be as paperless as we can be. We have already transferred all data onto a secure computer database system and once you return your signed Data Protection Consent Form – which includes a new Terms and Conditions agreement – we will begin the process of shredding all existing paper registration forms. Your new signed Data Protection Consent Form will be stored securely.
5. Registers are now on a secure online based system
6. All future registrations are online applications where it is stored in our password protected Dance Biz system.

DOES LMSD NEED ALL THE DATA LISTED ON THE DATA PROTECTION CONSENT FORM?

Yes. In order to provide Parents, Students, Clients and Customers with the high level of service expected we require all the information specified.

WILL LMSD EVER SHARE MY DATA?

There are five areas you should be aware of when signing your consent form. These are:

1. Our obligation to the **UK courts** should we be asked to hand over any data to comply with UK law;
2. The **ACROBATIC ARTS** examination board when children take an Acro examination;
3. The **BBODANCE** examination board when children take a Dance examination;
4. **Competition organisers** of legitimate amateur festivals, for children that are entered into solo, duet, trio & quartet competitions
5. **Harborough District Council OR Leicester County Council** for child performance licences.

WHAT HAPPENS TO MY DATA IF I LEAVE LMSD?

LMSD holds all tax records including invoice information for 5 years from the end of each tax year as required by UK law. We no longer hold any other form of data from previous parents, students, clients or customers unless there are unresolved issues. Data is only kept for the time you are a parent, student, client or customer of LMSD and destroyed within 12 months of leaving the school.