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## Data Protection.

### Introduction

Step-In Time Theatre School needs to gather and use certain information about individuals. These can include information about the child, medication, contact number and information from parent/guardian. This information is used only for Step-In Time Theatre School, to be able to keep children safe and to be able to contact the parents in an emergency.

This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards — and to comply with the law.

### Why this policy exists

This data protection policy ensures [company name]:

- Complies with data protection law and follow good practice
- Protects the rights of staff, customers and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach.

### Data protection law

The Data Protection Act 1998 describes how organisations — including Step-In Time Theatre School— must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act is underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

#### People, risks and responsibilities Policy scope

This policy applies to:

- The head office of Step-In Time Theatre
- All branches of Step-In Time Theatre School
- All staff and volunteers of Step-In Time Theatre School

All contractors, suppliers and other people working on behalf of Step-In Time Theatre School. It applies to all data that the company holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This can include

• Names of individuals • Postal addresses • Email addresses • Telephone numbers • ...plus any other information relating to individual.

#### Data protection risks

This policy helps to protect Step-In Time Theatre School from some very real data security risks, including:

- Breaches of confidentiality. For instance, information being given out inappropriately.
- Failing to offer choice. For instance, all individuals should be free to choose how the company uses data relating to them.
- Reputational damage. For instance, the company could suffer if hackers successfully gained access to sensitive data.

Responsibilities Everyone who works for or with Step-In Time Theatre School has some responsibility for ensuring data is collected, stored and handled appropriately.

### General staff guidelines

- The only people able to access data covered by this policy should be those who need it for their work.
- Data should not be shared informally. When access to confidential information is required, employees can request it from their line managers.
- Step-In Time Theatre School will provide training to all employees to help them understand their responsibilities when handling data.
- Employees should keep all data secure, by taking sensible precautions and following the guidelines below.
- In particular, strong passwords must be used and they should never be shared.
- Personal data should not be disclosed to unauthorised people, either within the company or externally.
- Data should be regularly reviewed and updated if it is found to be out of date. If no longer required, it should be deleted and disposed of.
- Employees should request help from their line manager or the data protection officer if they are unsure about any aspect of data protection.

### Data use

Personal data is of no value to Step-In Time Theatre School unless the business can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:

- When working with personal data, employees should ensure the screens of their computers are always locked when left unattended.
- Personal data should not be shared informally. In particular, it should never be sent by email, as this form of communication is not secure.
- Data must be encrypted before being transferred electronically. The IT manager can explain how to send data to authorised external contacts
- Personal data should never be transferred outside of the European Economic Area.
- Employees should not save copies of personal data to their own computers. Always access and update the central copy of any data.

## Subject access requests

All individuals who are the subject of personal data held by [company name] are entitled to:

- Ask what information the company holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the company is meeting its data protection obligations.

If an individual contacts the company requesting this information, this is called a subject access request. Subject access requests from individuals should be made by email, addressed to the data controller at [step-intimetheatreschool@outlook.com](mailto:step-intimetheatreschool@outlook.com).

The data controller can supply a standard request form, although individuals do not have to use this. Individuals will be charged £10 per subject access request. The data controller will aim to provide the relevant data within 14 days. The data controller will always verify the identity of anyone making a subject access request before handing over any information

Disclosing data for other reasons in certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, Step-In Time Theatre School will disclose requested data.

However, the data controller will ensure the request is legitimate, seeking assistance from the board and from the company's legal advisers where necessary.

Providing information Step-In Time Theatre School aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights To these ends, the company has a privacy statement, setting out how data relating to individuals is used by the company. [This is available on request. A version of this statement is also available on the company's website.]

Step-In Time Theatre uses an external website to complete the book.

The information is only used for Step-In Time Theatre school. Information about the children must be provided when booking. This must include, name, age, medication, Parents emergency contact number.