



RTA Kids Data Protection & GDPR Compliance Policy


The Arts Centre Dunmow, 1 Haslers Lane, Great Dunmow, CM6 1XF

1. Purpose & Statement

RTA Kids is committed to protecting the privacy and security of all personal data collected from students, parents, staff, and visitors. We ensure that all data is processed lawfully, fairly, and transparently, in line with:

- ✓ UK GDPR (General Data Protection Regulation) 2018
- ✓ Data Protection Act 2018
- ✓ Information Commissioner's Office (ICO) Guidelines

This policy outlines how RTA Kids collects, processes, stores, and protects personal data to comply with legal obligations and maintain the trust of our students, parents, and staff.

 Failure to comply with this policy may result in disciplinary action and legal consequences.

2. Lawful Basis for Processing Data

RTA Kids processes personal data under the following lawful bases:

- ✓ Legal Obligation (Article 6(1)(c)) – Processing is necessary for compliance with a legal obligation.
- ✓ Legitimate Interest (Article 6(1)(f)) – Data is used to support school operations and student safety.
- ✓ Contract (Article 6(1)(b)) – Data is required to fulfil an agreement (e.g., enrolment, payment).
- ✓ Consent (Article 6(1)(a)) – Some data is processed based on explicit consent from parents/guardians.

3. Types of Personal Data Collected

3.1 Student Data

- ✓ Full Name
- ✓ Date of Birth
- ✓ Home Address
- ✓ Gender
- ✓ Parent/Guardian Contact Details
- ✓ Emergency Contact Information
- ✓ Medical Conditions & Allergies (Special Category Data)
- ✓ Photographic & Video Consent

3.2 Parent/Guardian Data

- ✓ Name
- ✓ Address
- ✓ Email & Phone Number
- ✓ Emergency Contact Information
- ✓ Payment Details (for tuition fees)

3.3 Staff & Volunteer Data

- ✓ Name & Contact Information
- ✓ DBS Checks & Safeguarding Records
- ✓ Employment Contracts & Payroll Details
- ✓ Medical & Accessibility Requirements

 RTA Kids does not collect unnecessary or excessive personal data. All data is used for educational, administrative, or safeguarding purposes only.

4. How Personal Data is Collected

- ✓ Via Registration Forms (Online & Paper)
- ✓ Through Email or Phone Enquiries
- ✓ During Enrolment & Payment Processing
- ✓ From Emergency Contact & Medical Information Forms

 RTA Kids does NOT collect data from third parties without consent.

5. Data Storage & Security Measures

5.1 Data Protection Measures

- ✓ Encrypted Digital Storage – All electronic records are stored securely.
- ✓ Restricted Access – Only authorised staff can access personal data.
- ✓ Paper Documents – Kept in locked storage and securely shredded when no longer needed.
- ✓ Secure Communication – Data is transferred via encrypted emails and password-protected files.

 Data breaches must be reported immediately to the RTA Kids Data Protection Officer (DPO).

6. Data Retention & Disposal

6.1 Retention Periods

- ✓ Student Data – Retained for 3 years after leaving RTA Kids.
- ✓ Financial Records – Kept for 6 years (legal requirement).
- ✓ Safeguarding & First Aid Records – Retained for 21 years.

- ✓ DBS Checks & Staff Employment Records – Kept for 6 years after employment ends.

6.2 Data Disposal

- ✓ Digital Files – Permanently deleted from all servers.
- ✓ Paper Records – Securely shredded after the retention period.

 Unnecessary or outdated data will not be retained.

7. Data Sharing & Third-Party Processors

RTA Kids does not share personal data with external parties except when necessary for:

- ✓ Safeguarding & Child Protection – Data may be shared with social services or law enforcement.
- ✓ Examinations & Performances – Exam boards and licensing authorities may require data.
- ✓ Emergency Medical Treatment – Shared with medical professionals in case of an emergency.
- ✓ Financial & Payment Processing – Data shared with secure payment providers.


 We only share data with GDPR-compliant third parties and always seek consent where necessary.

8. Rights of Data Subjects

Under GDPR, all individuals have the right to:

- ✓ Access their data – Request a copy of personal data held.
- ✓ Rectify incorrect data – Request corrections to inaccurate information.
- ✓ Request data erasure – Ask for data to be deleted (subject to legal obligations).
- ✓ Restrict processing – Limit how their data is used.
- ✓ Data portability – Request transfer of their data to another organisation.

✓ Object to processing – Challenge how personal data is used.

 To exercise these rights, individuals must submit a request to the RTA Kids Data Protection Officer (DPO).

9. Parental Consent & Child Data Protection

✓ Parental consent is required for students under 18.

✓ Parents can withdraw consent for non-essential data processing (e.g., marketing emails, photography).

✓ Students aged 13+ may have certain rights over their data, subject to legal requirements.

 No data will be processed without a lawful basis.

10. Photography, Video, & Social Media

✓ Parental consent is required for using student images for marketing or social media.

 Photography & filming are NOT permitted by parents during classes unless authorised by staff.

11. Complaints & Data Breaches

11.1 Reporting a Concern


✓ Complaints about data misuse should be directed to the RTA Kids Data Protection Officer (DPO).

✓ If unsatisfied, complaints can be escalated to the Information Commissioner's Office (ICO).

 ICO Contact: ico.org.uk |  0303 123 1113

11.2 Data Breach Procedure

- ✓ All data breaches must be reported to the DPO immediately.
- ✓ Serious breaches will be reported to the ICO within 72 hours.
- ✓ Affected individuals will be notified if their personal data is at risk.

 Failure to report a data breach may result in legal action.

12. Monitoring & Policy Review

- ✓ This policy will be reviewed annually to ensure GDPR compliance.
- ✓ Updates will reflect new legislation and best practices.
- ✓ Staff will receive regular training on data protection procedures.


 Last Reviewed: 10th April 2025


 Next Review Due: 11th April 2026


13. Contact Information

For any GDPR-related queries or requests, contact:

 Data Protection Officer (DPO): Mikki Rom

 Phone: 01371 878020

 Address: The Arts Centre Dunmow, 1 Haslers Lane, Great Dunmow, CM6 1XF

 RTA Kids takes data protection seriously—your information is safe with us.