

**Step by Step School of Dance**  
**Whinney Hill, Cleator Moor, Cumbria, CA25 5QR**

<b>Policy:</b> Data Protection (GDPR) Staff/Employees/Volunteers/		
<b>Date Adopted:</b> <b>August 2020</b>	<b>Date of last review:</b> <b>August 2020</b>	<b>To be reviewed next before/on:</b> <b>August 2021</b>
2008 (DPA) Updated 2018 (GDPR)		
<p><b>Purpose and Statement:</b></p> <p>Step by Step is committed to ensuring the data processed by our school remains safe and secure.</p> <p>This policy has been written in line with legislative change, including both the Data Protection Act (1998) and the EU's General Data Protection Regulation (GDPR).</p> <p>Step by Step has determined the lawful reasons with which it processes personal data:</p> <ul style="list-style-type: none"> <li>• Legal obligation – GDPR Article 6(1)(c)</li> <li>• Legitimate interest – GDPR Article 6(1)(f)</li> <li>• Contract - GDPR Article 6(1)(b)</li> </ul> <p>There is also some limited data we process with consent from the Data Subject; Consent – GDPR Article 6(1)(a).</p> <p>While step by step avoids sharing data with third parties at most times, some data is shared in accordance with our business practices. The sharing of data with third parties will always be consensual with the data subject and/or their parent/guardian, and only if Step by Step is satisfied that their Data Protection policy is GDPR compliant.</p> <p><b>Main Aims for the policy:</b></p> <ul style="list-style-type: none"> <li>- Specify the data Step by Step collect, how it is stored/protected and the reason for collecting it</li> <li>- State how Step by Step use personal data in processing</li> <li>- Disclose who has access to the data and how long we retain information for</li> <li>- Explain Data Subject's rights with Step by Step data including access, rectification and erasure</li> </ul>		
<p><b>Distribution:</b></p> <ul style="list-style-type: none"> <li>• To be displayed on the Step by Step School of Dance website when in relation to a job posting</li> <li>• Sent to all staff / volunteers</li> </ul>		
<p><b>Review and monitoring of policy:</b></p> <ul style="list-style-type: none"> <li>• Reviewed annually or in instances of legislative change</li> </ul>		

**The following policy is based on the below principles:**

The GDPR includes the following rights for individuals:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling

### **General Principles**

Step by Step is committed to providing fair and understandable privacy policies in relation to personal data.

Step by Step will, at all times, keep data in secure locations (including, but not limited to, encrypted and access restricted files) and not retain data unnecessarily or past the retention length as set out in this policy.

In the rare instance a data processor that is not an employee/ volunteer is used, such as a third party, the data subject will either be asked for consent pre to supplying the data or be notified and have the right to object to processing.

### **Staff (Employees/Freelance), Volunteers and Potential Staff and/or Volunteers (chaperones)**

For the purposes of this policy, the aforementioned persons above will be referred to as 'staff'.

#### **How Step by Step School of Dance collect personal data:**

Step by Step staff supply their personal data when applying for roles within the company. This is either completed through an application form or submission of a CV.

#### **Why Step by Step collect personal data:**

Step by Step is also entitled to obtain and process data in relation to criminal convictions and DBS checks.

#### **What data we collect:**

Personal data and some special category is collected.

It is essential to our business that we are provided, and allowed to process and store the following:

#### **Staff Personal Data:**

- Full Name Legal obligation – GDPR Article 6(1)(c) Legal Obligation
- Date of Birth - GDPR Article 6(1)(c) Legal Obligation
- Contact Details - GDPR Article 6(1)(c) Legal Obligation
- Obligation
- Emergency Contact - GDPR Article 6(1)(b) Contract

#### **Staff Special Category Data:**

- Criminal Record/DBS Checks - GDPR Article 6(1)(c) Legal Obligation & GDPR Article 10
- Medical/Disability - Article 6(2)(b) Contract & Article 9(2)(b)
- Ethnicity – Further explicit consent sought- Article 9(2)(a & b)

**Storage/Retention of data:**

All Staff personal data is stored on encrypted files in our cloud-based server. It is also stored on encrypted hardware within the office. Any hard copies are stored in a locked cabinet. All of these files have restricted access to authorised staff only.

Most staff data is retained for 6 YEARS (post-employment).

Exceptions to our retention policy:

- Child Safeguarding records are kept indefinitely on a case-by-case basis, the minimum these will be stored for is 6 years due to legal obligation
- First Aid records are kept for a minimum of 21 years due to legal obligation

Child Performance Licensing:

In order to process child performance licences, Step by Step are legally required to provide some staff's personal data to local councils (including but not limited to: full name and DBS details).

Step by Step is satisfied that their GDPR process are thorough and any data will be stored in a secure environment, and not unnecessarily retained. For more information.

Child Safeguarding Concerns:

In the unlikely event Step by Step has a safeguarding concern in relation to one of our participants and/or staff members, Step by Step are legally required to provide data to the safeguarding board at the local council and the Disclosure and Barring service.

Step by Step is satisfied that their GDPR process are thorough and any data will be stored in a secure environment, and not unnecessarily retained.

Independent Examiner:

It is Step by Step's Legal Obligation to have an independent examination with regards to its financial processes at the end of every financial year.

Step by Step is satisfied that their GDPR process are thorough and any data will be stored in a secure environment, and not unnecessarily retained. Step by Step has a copy of the privacy agreement on file.

**Rights of the data subject and Step by Step compliance with responses:**

Any data subject with personal data stored within Step by Step is entitled to the rights of:

- **Access**

You may contact Step by Step at any time to access all data held relating to you. Step by Step will ensure that we respond to a subject access request without undue delay and within one month of receipt. If the information request will also include data regarding others, Step by Step has the right to refuse the request or take steps in order to obtain consent from other involved parties.

The right of access does not apply to Step by Step's legal obligations such as confidential Child Safeguarding records.

- **Rectification**

You may contact Step by Step at any time in order to rectify data held relating to you. Step by Step will ensure that we respond to a rectification request without undue delay and within one month of receipt.

The right to rectification does not apply to Step by Step's legal obligations such as payment record information.

- **Erasure**

You may contact Step by Step at any time in order to erase data held relating to you. Step

by Step will ensure that we respond to an erasure request without undue delay and within one month of receipt.

The right to erasure does not apply to Step by Step's legal obligations such as First Aid records.

- **Restrict Processing**

You may contact Step by Step at any time in order to restrict the data we process relating to you. Step by Step will ensure that we respond to a request to restrict processing without undue delay and within one month of receipt.

However, due to our legitimate interest and legal obligations in most of the data collected- we may not be able to restrict processing.

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- **Data Portability**

You may contact Step by Step at any time in order to obtain the data we process relating to you and reuse it across different services. Step by Step will ensure that we respond to a request to restrict processing without undue delay and within one month of receipt.

Please note, this does not apply to Step by Step's legal obligations.

- **Objection**

You may contact Step by Step at any time in order to object to the processing of data relating to you. Step by Step will ensure that we respond to a request to restrict processing without undue delay and within one month of receipt.

However, due to our legitimate interest and legal obligations in most of the data collected- we may not be able to accept your objection.

- **Rights related to automated decision-making including profiling**

You may contact Step by Step at any time in order to object to profiling relating to you). Step by Step will ensure that we respond to a request to restrict processing without undue delay and within one month of receipt.

Please note, this does not apply to Step by Step's legal obligations.

Step by Step has a lawful reason for profiling; Legitimate Interests and consent.

None of Step by Step's decision making is automated. Profiling is only used in circumstances where a staff member has a criminal conviction.

Any and all verbal requests are noted, and then contacted again either via phone or email to verify the request. Verbal requests will be responded to in the time frames mentioned above.

## **Complaints and Data Breaches**

### **Complaints:**

Complaints in regard to the handling of any personal data can be made directly to Step by Step by Step's DPO: Principal, Joanne Dougan

Email: sbsschoolofdance@gmail.com

Telephone: 01946 811183

Address: Stepping Stones, Whinney Hill, Cleator Moor, Cumbria, CA255QR

If you feel that your complaint was not handled in the correct manner, or still have concerns, you may escalate the complaint by contacting the Independent Commissioner's Office (ICO).

ICO Telephone Number: 0303 123 1113

**Data Breaches:**

If Step by Step experiences a data breach of any kind, we have a legal obligation to report this to ICO within 72 hours. The data breach will be reported by the DPO. In the instance they are unavailable to report the breach, the next most senior staff member shall do so.

Step by Step will also inform all the victims of the data breach as soon as possible if there is a high risk of adversely affecting individuals' rights and freedoms.

Step by Step will store and record all data breaches.