

## **General Data Protection Regulation Policy for JLP Performing Arts**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018.

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Security and safety is very important to us at JLP Performing Arts.

In line with the new General Data Protection Regulations, we have updated our terms of service and how we use and process your data which you can read below.

Your personal data will be handled and processed sensitively by the school Principal.

Personal details are kept only for the purposes of running the school efficiently. Data will be kept secure at all times. We will only submit your information to a relevant third party in the event we have a safeguarding concern and/or we are required by government bodies or law enforcement agencies to do so.

When you enrol at the school we will ask you for your child's full name, parent/guardian full name, email address, mobile and emergency contact numbers and also if there is any medical information or other details regarding your child we should be aware of.

Your information will be obtained directly via e-mail communication and our encrypted online submission form, Facebook/Instagram messaging (if you choose to contact us that way) or phone call, but never through a third party.

Once enrolled at the school, our main point of contact is via email. However, we may phone you if necessary. We also have a Facebook page ([www.facebook.com/JLPPPerformingArts](http://www.facebook.com/JLPPPerformingArts)) which you can contact us on and we will reply. Text messages may be sent to you in the event of class alterations, cancellations, reminders, or a last-minute update.

Your information is stored on a locked password protected computer system. Information about individual children is used in certain documents, such as, a class register, medical information, and examination information. These documents include data, such as, children's names, date of births and contact numbers. If at any point you and your child decide to leave JLP Performing Arts, we will delete any past e-mail communication and your information from our computer system.

In the event we need to pass your information on to any other relevant third parties such as the Imperial Society of Teachers of Dancing in order to register and enter your child for their dance exams or to your local authority in order to process licensing for school productions, then we will seek your permission separately and will only pass on your information if you have given us your permission.

JLP Performing Arts stores personal data held visually in photographs or video clips or as sound recordings, unless written parental refusal has been submitted. No names are stored with images in photo albums, displays, on the website or on JLP's social media sites.

In the event you have completed an enquiry or registration form on the JLP Performing Arts website or sent us your personal details by other means and subsequently decide not to proceed with enrolling at the school, we will delete your details from our database at your request. If we do not hear any further communication from you and you have not enrolled at the school within 6 weeks of submitting your information via our enquiry forms, we will assume you no longer wish to join the school and your information will be deleted from our computer system.