

## **MOOV with Oona**

### **GENERAL DATA PROTECTION REGULATIONS 2018**

#### **In accordance with the GDPR Statement.**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. MOOV with Oona is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

#### **What we do at MOOV with Oona.**

We do not disclose (other than to Official Examination bodies) or sell personal data to third parties.

We do not disclose personal data to other members of the class and their families.

MOOV with Oona uses contact numbers and emails for communication with and updates to parents, clients whole school and individual communication, invoices and general information.

Emergency Parent contact numbers are given to MOOV with Oona for the use of emergency contact & for contact in respect of Dance Classes business only.

Personal data is stored in a locked password protected computer database.

Hard copy information is destroyed via a shredding device when the students/client leaves MOOV with Oona.

Information about individual children/clients is used in certain documents, such as, a weekly register, medication information and examination documentation. These documents include data such as children's/clients names, date of birth and emergency contact numbers.

MOOV with Oona stores personal data held visually in photographs or video clips. No names are stored with images in photo albums, displays, on the website or on MOOV with Oona social media sites without express permission.

Access to the MOOV with Oona email account, website, personal data, social media accounts and examination details is password protected and is not available to members of the Public, members of the School and or it's staff. Oona Thompson has sole access to all this data.

### **GDPR includes 7 rights for individuals**

#### 1) The right to be informed

MOOV with Oona collects parent's, clients and or guardian's names, addresses, emergency telephone numbers, medical information, and email addresses.

As an Employer of Self Employed practitioners, MOOV with Oona is required to hold data on its teachers such as names, addresses, email addresses, telephone numbers and bank details. Information such as Disclosure and Barring Service checks (DBS) and personal Public Liability insurance.

#### 2) The right of access

At any point an individual can make a request relating to their data and MOOV with Oona will need to provide a response (within 1 month). MOOV with Oona can refuse a request if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection.

#### 3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, MOOV with Oona has a legal duty to keep student, clients and parents details for a reasonable time\*. MOOV with Oona will retain any records relating to student's/ clients accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. All hard copy information is destroyed via a shredding device.

\* MOOV with Oona holds personal data while the student or client attends the Classes. Once the student/Client leaves data will be erased.

#### 4) The right to restrict processing

Parents, visitors, clients and staff can object to MOOV with Oona processing their data. This means that records can be stored but must not be used in any way, for example communications, general emails about classes and updates. In this situation, MOOV with Oona has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parent's/clients responsibility to ensure they are informed about any events happening at MOOV with Oona.

## 5) The right to data portability

MOOV with Oona requires data, for example registration forms to be transferred from student/client to Oona Thompson. MOOV with Oona is also required to provide data such as student DOB and exam pin number's to be able to enter students in Acrobatic Arts Exams. In this case recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

## 6) The right to object

Parents, visitors ,clients and staff can object to their data being used for certain activities like marketing or research.

## 7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing-based organisations. MOOV with Oona does not use personal data for such purposes.

## Data Protection Act

MOOV with Oona keeps records of pupils on a computer database with password protection for the purpose of efficiency and consistency of administration. They can be viewed by you at any time. We will not share any of your personal details without your permission, aside from where the law allows. This complies with the Data Protection Act 1998.

## Browsing our website

By simply browsing our site, we do not collect any personally-identifiable information about you.

## Emailing us or enquiring about a class

If you email us or use the contact/book a class forms, you will share with us certain information. This will include your email address and could also include your name, your child's name, their date of birth and any other details you tell us within the message. Only key members of our staff can read these messages and we will only use the details you provide to enable us to fulfil your request (for example, giving you details about a suitable class).

## Registering your child

If you register your child for our classes, we will collect personal information about you and your child. This will include your name, your address, your email address and phone number as well as your child's name, their date of birth, gender and the date they started classes. You may also tell us about any previous dance experience your child has had, any exams they have taken and

if they have any needs or conditions we should be aware of (for example allergies, disabilities or any medication they might need to take whilst dancing). With these details we will also store a record of exams your child takes with us, invoices we issue (including when and how they were paid) and any items you order from us (for example uniform or show tickets). We store this information securely within the UK and only key members of staff have access to it. We use the information to provide our services to you, keep you informed, and help us tailor our services better to the needs of our customers. We DO NOT share your details with any third party companies.

**This Policy was issued by MOOV with Oona 3/1/24**

**Policy review date: 3/1/25**