

DATA PROTECTION AND INFORMATION SHARING

School: Cartwright Dance Collective

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GENERAL DATA PROTECTION REGULATION POLICY STATEMENT

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Act. GDPR states that personal data should be processed fairly and lawfully and collected for specified, explicit and legitimate purposes and that individual's data is not processed without their knowledge and are only processed with their explicit consent. GDPR covers personal data relating to individuals.

Cartwright Dance Collective is committed to protecting the rights and freedoms of individuals with respect to the processing of children, parent, carer, visitor 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.

Why we use Students Data:

- To support students learning.
- To provide the appropriate pastoral care.
- To enter students for exams.
- To enter students for competitions.
- To enable students to perform in shows and displays.
- To comply with the law regarding data sharing.

Categories of Students Information that we collect, hold and share include:

- Personal Information (such as name, date of birth, unique pupil number and contact details) This is mandatory information.
- Attendance information (such as session attended, absence and reason for absence)
- Exam results
- Special education needs
- Relevant medical/dietary information

Storing Student Information

Cartwright Dance Collective keeps information about its pupils on a database and sometimes paper. We hold your records securely until you leave the school and up to 5 years following this at which point it will be destroyed.

We do not share your data if you have advised us not to – however this could mean your child would not be able to be entered for an exam or performance.



Who do we share Student information with?

Examination Boards and Competition entries.

Local Authority/Council and their commissioned providers of authority services - show/performing licences.

Cartwright Dance Collective may use photographs and videos of students in its publicity material, theatre programmes, website and social media.

Cartwright Dance Collective does not pass on any data to third parties for marketing purposes.

If you would like to discuss anything in this privacy notice, please don't hesitate to contact your school principal on the details above.

We are committed to reviewing our policy and good practice annually. This policy was last reviewed in August 2026 and will be reviewed again August 2027.

Name: Kim Cartwright

Job Title: Dance School Owner

Signature: *K.Cartwright*