

Data Protection Policy

Effective Date: 2020

Last Reviewed: January 2025

Next Review: January 2026

1. Introduction

Dance Concepts is committed to protecting the privacy and personal data of all students, families, staff, volunteers, and contractors in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This policy outlines how we collect, store, process, and share personal data.

2. Scope

This policy applies to all Dance Concepts staff, volunteers, contractors, and anyone else handling personal data on behalf of the organisation.

3. Legal Basis for Processing

Dance Concepts processes personal data on the following lawful bases:

- **Contract:** To provide dance education services (e.g. enrolment, class registers).
- **Legal Obligation:** To comply with child safeguarding laws and tax regulations.
- **Consent:** For use of images/videos for promotional purposes.
- **Legitimate Interest:** For communication and internal operations.

4. Data We Collect

We may collect and store the following categories of data:

- Student and parent names, addresses, emails, and phone numbers
- Emergency contact details and medical information
- Attendance and progress records
- Payment history and financial data
- Photos and videos for educational or promotional purposes
- Staff/volunteer personal and Garda vetting information

5. Data Storage & Security

We take all reasonable steps to ensure data is stored securely, including:

- Password-protected systems (Class4Kids, Google Workspace, Trello)
- Role-based access control (teachers only access their own class lists)
- Physical files kept in locked cabinets, where applicable
- Use of secure cloud services with GDPR-compliant providers

6. Data Sharing

We do not share personal data with third parties except:

- With explicit consent (e.g. sharing class videos with families)
- To comply with legal obligations
- With service providers acting on our behalf under data processing agreements (e.g. Class4Kids, Vimeo)

7. Data Retention

We only retain data for as long as necessary:

- Student and parent data: up to 2 years after last interaction
- Financial records: minimum 6 years (revenue requirements)
- Staff data: 6 years after termination of contract

8. Your Rights

Under GDPR, individuals have the right to:

- Access their data
 - Request correction or deletion
 - Restrict or object to processing
 - Data portability
 - Withdraw consent (where applicable)
- Requests can be made by email to amydanceconcepts@gmail.com.

9. Data Breach Procedure

In the event of a data breach:

- The issue will be investigated immediately
- Serious breaches will be reported to the Data Protection Commission within 72 hours
- Affected individuals will be informed where appropriate

10. Staff Training & Awareness

All staff and volunteers receive basic data protection training, and are reminded regularly of best practices around handling data.

11. Policy Management

Amy O'Reilly, Director of Dance Concepts, is responsible for data protection compliance and policy review.