



DATA PRIVACY

This policy explains what information we gather from you and why - and also how it is used and stored.

What Information We Gather and Why

We gather information including your home address and email address so that we may issue invoices and include you on our mailing lists for both targeted information regarding your child's(rens) class(es) and also to keep you updated with wider HDS school news.

We gather alternative contact names and telephone numbers, together with details of your child's(rens) allergies and/or medical conditions in order that we can appropriately care for your child in loco parentis and have a suitable means of contacting you in the event of an accident, sickness or other emergency.

We gather your child's(rens) full name(s) and date(s) of birth in order to offer them a place in an appropriate class and to enter them for exams with either the RAD or the ISTD.

How Is The Information Used and Stored

The information we gather from you is stored within our email account and also on a computer software system provided by a third party whose online security has always been their highest priority. This third party have worked hard to ensure all their systems and products are heavily secured whilst following necessary security procedures and take all proportional steps to safeguard your data from unauthorised access.

The third party software is used to generate all our timetables and class registers (which include parent/emergency contact numbers) and all our invoices. It also enables us to compile class waiting lists and record invoice payments. Full access to this software is available to Philippa O'Donovan and the HDS administrator only; teachers have restricted access only to the registers for the classes they teach. All levels of access are individually password protected. Registers may be printed in order to allow our teachers assured access to their registers and record attendance each week without having to rely on internet/Wifi access in class. Weekly attendance must be recorded not only to be aware of progress made in class, but also to act as a checklist in the event of a fire or emergency evacuation. All printed registers are returned to Philippa O'Donovan at the end of each term for safe disposal.



Your child's(rens) full name(s) and date(s) of birth will be shared with either or both the RAD and ISTD in order for them to be issued with a candidate PIN and entered for dance exams.

Access to the HDS email is available to Philippa O'Donovan and the HDS administrator only and the account is password protected.

We keep paper copies of exam results from the RAD and ISTD. These are useful as a progress check for the performance of your child in the exam and the performance of the teacher concerned. These exam results are stored at the school's registered premises in a locked filing cabinet.

We will process your confidential information only for the business purposes mentioned above. The data will be stored securely, for no longer than is necessary and solely for the completion of HDS business activities.

Should you wish to withdraw your consent at any other time, please send a request by email to: info@harpendendance.com

Philippa O'Donovan
May 2018