

## **Data Protection Policy**

### **Introduction**

CJ's Dance and Fitness recognises that personal information is confidential. Any unauthorised disclosure is a breach of contract and an offence under the Data Protection Act.

CJ's Dance and Fitness aims to ensure that information held on computers and paper-based systems are managed appropriately. The Data Protection Policy applies to anyone who handles or has access to personal information.

Please note: During shows, photographs will be taken of the children, and these photographs may appear in local newspapers and on the CJs web site. If you wish for your child's photographs not to be used in this way please see the schools principal.

### **Policy Statement**

CJ's Dance and Fitness collects and uses certain personal information about people with whom it deals with in order to operate.

People with whom CJ's dance and fitness deal with include current past and prospective employees, suppliers, students.

Personal information held about students who attend CJ's Dance and Fitness include students: name, contact details, gender, date of birth and relevant medical conditions.

Personal information held about past, current and prospective employees include, name, contact details, date of birth, CRB number, National Insurance number, BTDA membership number.

Personal information held about suppliers include contact details.

Personal information is not disclosed either orally or in writing or otherwise to any unauthorised third party.

### **Legislation**

CJ's Dance and Fitness aims to comply with the requirements of:

- Data protection act 1998
- The freedom of information act 2000
- The Data Protection (Processing of Sensitive Personal Data) Order 2006

## **Data Protection Policy**

### **Data Protections Principles**

CJ's Dance and Fitness aims to meet the policy objectives by ensuring anyone who has access to personal data is fully aware of and understands the eight general principles of data protection. The principles ensure that personal data is:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than is necessary
6. Processed in line with your rights
7. Secure
8. Not transferred to other countries without adequate protection

### **Employee Responsibilities**

The need to ensure that data is kept securely means that precautions must be taken against loss or damage and that both access and disclosure must be restricted. All employees are responsible for ensuring that:

- Any personal data which they hold is kept securely
- Any personal data that they provide is accurate and up to date.
- Under no circumstances personal information is not disclosed to any unauthorised third party.

It is the duty of the schools principal to ensure that personal information is not kept for longer than necessary.

### **Subject Access**

All individuals who have personal information held by CJ's Dance and Fitness are entitled to:

- Ask what information CJ's Dance and Fitness holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.

### **Arrangements for Publicising the Policy**

Copies of the Data Protection Policy will be given to all new employees. Further copies for existing staff will be available on the website. Copies will also be available in the school's waiting area for visitors and students.

### **Complaints and Failure to adhere to the policy**

Any complaints regarding failure of CJ's Dance and Fitness to comply with this policy will be treated seriously. Anyone who wishes to make a

**Data Protection Policy**

complaint should do so by using CJ's Dance and Fitness Complaints Procedure, available on the website or in the school's waiting area.

**Review**

The Data Protection Policy will be reviewed annually by the school's principal.

**Date:**

**Principal Signature:**