

VARNHAM PERFORMING ARTS PERSONAL DATA POLICY 2024

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

Personal data must be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals.
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to management of VPA
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6. Processed and maintained in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Under GDPR all individuals associated with VPA (staff, parents, students) have the right to:

1. Access their data.
2. Have their data rectified/updated upon request.
3. Have their data removed.
4. Restrict any processing of their data.
5. Move their data
6. Object to their data being used.

VPA complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

VPA holds information about our students to enable us to carry out our business as a performing arts education and training organisation. This information includes the contact details parents supply to us. VPA will not disclose this information to any third parties except where the law allows or requires, or where parents have given permission to do so.

We retain students, parents, teachers and admin data while it is still current and associated paperwork for up to 6 years after the calendar year to which they relate. Once you are no longer taking part in VPA, we will securely retain your data for 3 years for adults and 3 years after a child reaches the age of 18.

To exercise all relevant rights, queries of complaints please in the first instance contact Hannah Varnham at info@varnhamperformingarts.com or 07715621114