

Talking Props Performing Arts Studios

Data Protection Policy

Statement

The Data Protection Act 1998 regulates the processing of information relating to individuals. This includes obtaining, holding, using and disclosing such information. The Act covers computerised records, manual filing systems and card indexes.

Talking Props Performing Arts Studios will hold the minimum personal information necessary to enable it to perform its functions. All such information is confidential and needs to be treated with care to comply with the law.

Dissemination

All paid staff and volunteers will be made aware of this policy and procedure as part of their induction. It will be made freely available to all Talking Props Performing Arts Studios parents and students via our website.

Review date

This Data Protection Policy will be reviewed every 2 years by the principal, to ensure that its operation is satisfactory. This policy was created in May 2018. Next review date April 2020

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The use of personal data

Talking Props Performing Arts Studios holds personal data on a variety of individuals including:

- Those who have registered and/or subscribed to, or become members of Talking Props Performing Arts Studios on behalf of themselves or their organisation.
- Other individuals and organisations with an interest in the organisation.
- Prospective, current and former staff.
- Suppliers.
- Theatre, charity and funding contacts.
- Students
- Parents

This data is held in both electronic and paper-based formats.

Personal information must be dealt with properly irrespective of how it is collected, recorded, used and disposed of and there are safeguards to ensure this in the Data Protection Act 1998.

For employees this will include (but not be restricted to) the conduct of normal business management and employment matters. For others this will include (but not be restricted to) the conduct of Talking Props Performing Arts Studios normal business operations.

Data protection principles

Talking Props Performing Arts Studios will process all personal information in accordance with the Data Protection Act and will adhere to the principles of data protection as detailed in the Act. The eight principles require personal information is:

- Accurate and up-to-date.
- Adequate, relevant and not excessive.
- Kept secure (see Data Retention Policy for more information).

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- Not be kept for longer than is necessary.
- Not transferred to countries outside the European Economic Area, unless the information is adequately protected.
- Processed in line with the rights of individuals.
- Processed fairly and lawfully.
- Processed for specified purposes.

In addition, Talking Props Performing Arts Studios will ensure that:

- Anyone that wants to make enquiries about handling personal information knows how to do so.
- Employees managing and handling personal information understand they are responsible for following good data protection practice and are appropriately supervised and trained to do so.
- Methods of handling personal information are clearly described.
- Queries about handling personal information are dealt with promptly and

courteously.

- The Information Manager has specific responsibility for data protection in the

organisation.

Talking Props Performing Arts Studios seeks to use personal data only for the purposes of legitimate interests and, where practicable, with consent. Individuals have the right to know what personal data Talking Props Performing Arts Studios holds about them and for this to be correct.

It is a condition of employment that staff consent to Talking Props Performing Arts Studios processing their personal data. This is stated in their contract so by signing they signify their agreement. For other individuals and registered groups, Talking Props Performing Arts Studios may gather data during the course of its normal activities. It will be used only for legitimate purposes.

Sensitive personal data

Sensitive personal data is defined under the Act to include matters such as race, gender, health needs, disabilities or family details. Sometimes it is necessary to process sensitive information to ensure Talking Props Performing Arts Studios can operate policies on matters such as sick pay, equal opportunities and protect the health and safety of the individual. Because this information is considered sensitive, and it is recognised that the processing of it may cause particular concern or distress to individuals, employees and others affected will be asked to give express consent for Talking Props Performing Arts Studios to do this.

Individuals' rights

If an individual has a query regarding the accuracy of their personal data, that query will be dealt with fairly and impartially. Individuals have the following rights regarding data processing, and the data that are recorded about them:

- Not to have significant decisions that will affect them taken solely by automated process.
- To be informed about mechanics of automated decision-taking process that will significantly affect them.
- To make subject access requests regarding the nature of information held and to whom it has been disclosed.

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- To prevent processing for purposes of direct marketing.
- To prevent processing likely to cause damage or distress.
- To request the Commissioner to assess whether any provision of the Act has

been contravened.

- To sue for compensation if they suffer damage by any contravention of the Act.
- To take action to rectify, block, erase or destroy inaccurate data.

Third party access

Third parties given access to the organisation's data must demonstrate compliance with Talking Props Performing Arts Studios IT Security, Data Protection and Data Retention policies. If appropriate, Talking Props Performing Arts Studios will require third parties to sign a confidentiality declaration. Third party access is not to be entered into lightly and must never be done without authorisation from the Principal.

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Accessing personal data

Individuals have the right to see the personal data that Talking Props Performing Arts Studios holds about them and for that data to be corrected if it is wrong. Minor requests may be dealt with informally in the course of normal administration, at the discretion of Talking Props Performing Arts Studios. Formal requests for access to personal data should be in writing to:

Talking Props Performing Arts Studios
Green Street, Kidderminster, DY10 1JF

There may be a fee for this service which will be payable in advance.

The following policies and procedures support this policy: Data Retention Policy
IT Security Policy

Please see Safeguarding and Child Protection Policy and Procedure for Use of internet, mobile telephone and social networks with young people.