

What information is held?	What is the information used for?	How is it processed?	Where is it kept?	Other than CAP Dance & Fitness, who else has access to this information?	Can it be deleted?
Childs Name	Class registers, Newsletters, Show programmes, Examination Entry.	Names are either hand written, printed or kept electronically.	Class registers are kept with the teacher. These are destroyed at the end of each term. A master register is kept electronically on a private secure computer for potential audit purposes. Newsletters & show programmes are printed and given to students of CAP Dance & Fitness. An electronic copy is kept for portfolio purposes. Exam entries are received by paper copy. These are transferred to an electronic copy, kept by CAP Dance & Fitness and the relevant exam board. The paper copy is destroyed after the exam.	Exam boards.	Class registers and exam information will be kept by CAP Dance & Fitness for an appropriate length of time. All other details may be removed at your request.

Address	Potential marketing and knowledge of catchment area for CAP.	Hard copy and electronically.	Paper forms received with address' are kept in a file and processed onto a private secure database	No one.	Yes - upon request.
Date of Birth / School Year	To ensure the child is in the correct class for their age. Examination Entry.	Hard copy and electronically.	Paper forms received with DOB are kept in a file and processed onto a private secure database.	Exam boards.	This information will be kept by CAP Dance & Fitness for an appropriate length of time. Exam boards will also have record of your child's DOB. A request can be made for this information to be removed.
Travel Consent (After School Dance Club)	To ensure the child had permission to walk home from class without supervision.	N/A	Paper forms received with travel consent are kept in a file until the end of the term. After this time, the forms are destroyed. A new form is required for the following term.	The School Office may also have this information however it is not given by CAP Dance & Fitness. This information must be given by the parent.	This information is deleted at the end of each term.

Photography Permission	Photography Permission is required so all parents/guardians are happy with the consent they have given to CAP Dance & Fitness regarding photos/videos.	Choice of photography permission is recorded electronically on the main database, and paper files from parents are kept as record.	Choice of photography permission is kept electronically on a private secure database, and paper copies in a file. Photos themselves are kept on the private secure laptop and external hard drive (back up). For those photos used on social media, the social site will keep the photos until removed. Photos will also be kept on the teachers personal secure mobile device until transferred elsewhere.	No one, however if consent has been granted for photos to be taken, then the photo will appear in consented places. Such as social media, website and portfolio.	Yes - upon request.
Candidate PIN	A candidate PIN is exclusive to each individual dancer and allows them to take an exam.	CAP Dance & Fitness retain a copy of the candidate PIN in order to enter students for exams. The exam board also process this information to ensure the correct child is taking their exam.	CAP Dance & Fitness keep an electronic copy of each students candidate PIN on a private secure computer. The relevant exam board also keep an electronic copy.	Exam boards.	This information is kept to ensure no student takes an exam in place of another. This information can be removed by request, however is not recommended.

Ethnic Group	The Royal Academy of Dance, collate this information to have a better understanding of the ethnic diversity within dance and each genre.	The information is passed from CAP Dance & Fitness to the RAD via a secure electronic database, supplied by the RAD and also used to submit exam entries.	Paper copies are deleted after each exam session. The electronic file sent to the RAD is kept on a private secure laptop. The RAD process the data after this point.	Exam boards - specifically The Royal Academy of Dance.	This information can be deleted, however it is not compulsory to give it in the first place.
Medical Information	We ask to be notified of any medical conditions to ensure there is nothing in our general class practice that would physically or mental put your child at risk.	Hard copy and electronically.	Paper copies are kept in a file, in a secure building. Electronic copies are kept on a private secure computer.	No. However exam boards offer a reasonable adjustment form for any child with a disability. If parents choose to complete this form then exam boards will also obtain this information.	Yes however if CAP Dance & Fitness are unaware of medical information and a situation arises during our supervision, we may not be able to act as quickly as necessary.
Parents / Guardian Name	To address the child's parent / guardian.	Hard copy and electronically.	Paper copies are kept in a file, in a secure building. Electronic copies are kept on a private secure computer. If initial contact has been made via the CAP Dance & Fitness website, your name will be stored via email.	No one.	Yes - upon request.

Parents Telephone No.	To communicate with parents/guardians regarding relevant classes/events.	Hard copy and electronically.	Paper copies are kept in a file, in a secure building. Electronic copies are kept on a private secure computer. Mobile numbers are transferred to Miss Charlotte's phone only. This is password protected. Any other teacher will require consent to hold your number.	Other CAP Dance & Fitness teachers, if permission has been given. If you opt to join the WhatsApp group to aid with exams, other parents will have access to your number.	Yes - upon request.
Parents Email	To communicate with parents/guardians regarding relevant classes/events.	Hard copy and electronically.	Paper copies are kept in a file, in a secure building. Electronic copies are kept on a private secure computer. Email addresses will also be stored on CAP Dance & Fitness accounts; Hotmail, Gmail and via the website (if used).	CAP Dance & Fitness will not send out your email address to others without your permission. Gmail and Hotmail will have permission to it as standard.	Yes - upon request.

Emergency Contact Name & No.	To communicate with parents/guardians/emergency contact in the event of an emergency.	Hard copy and electronically.	Paper copies are kept in a file, in a secure building. Electronic copies are kept on a private secure computer. Mobile numbers are transferred to Miss Charlotte's phone only. This is password protected. Any other teacher will require consent to hold your number.	Other CAP Dance & Fitness teachers, if permission has been given.	Yes - upon request.
Parents Bank Details	Maintaining payment records	Electronically	Electronic copies are kept on a private secure computer for audit purposes	N/A	Yes - upon request.