

CONFIDENTIALITY POLICY

Clee Academy of Dance takes the confidentiality of all staff, children and families very seriously. We will only use and share confidential information when necessary to support the wellbeing of individual children.

The dance school will not discuss confidential information about children and their families with other parent/carers. Parent helpers/volunteers will be briefed on the importance of maintaining confidentiality and they will not have access to any personal files or information.

Records are kept as follows:

- Personal Records –Each child will have an individual section of a file, in which will be registration forms and accident forms.
- Staff Records – Each team member, paid or unpaid will have a personal file containing personal information, emergency contact details, next of kin, recruitment information, references, induction records, training records, qualifications, appraisal records, evidence of DBS clearance. This file can be accessed by the individual to whom the file relates upon request to the management.
- Student Records – Each student will have a file containing personal information, emergency contact numbers, next of kin, details of course, tutor and induction, confirmation from college/evidence of DBS clearance, This file can be accessed by the individual to whom the file relates to upon request to the management.

Clee Academy will ensure that all staff, volunteers and students are aware of and understand the confidentiality policy and will be asked to sign a record to agree that they have read the policy and abide by it. They will be made aware that any breach of confidentiality may lead to disciplinary action.

Sharing information with confidence

- Parents will have access to the records of their own children but will not have access to information about any other child.
- The dance school will not discuss confidential information about children and parents/carers.

Data Protection

Clee Academy of Dance are aware of the requirements of the Data Protection Act 1998 and comply with the principles which state that personal data must be:

- Obtained and processes fairly and lawfully
- Held for lawful purpose
- Used only for the purpose stated
- Accurate and up to date
- Held no longer than the required time
- Accessible to the individual concerned, or individuals with parental responsibility
- Appropriately secure
- Disclosed only using for the access to information procedure

We have checked of the Data Protection Act 1998 and are registered.

Parents/Careers will be required to sign to consent to necessary information being held.

Parents/Carers will be asked to sign to agree to photographs of their child being used for advertising purpose.

Useful information and data protection registration/exemption – www.ico.gov.uk

This policy has been adopted by Clee Academy of Dance

Signed on behalf of the dance school by:

Beverley D Wade Principal Teacher

Dated 22.05.2018

Review date 22.05.2019