

# Leaps Dancewear LTD

## General Data Protection Regulation Policy

### Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Leaps Dance Academy LTD is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and self-employed staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

### GDPR includes 7 rights for individuals

#### 1) The right to be informed

Leaps Dancewear LTD is a online retail company and as so, is required to collect and manage certain data. We need to know names, addresses, telephone numbers, email addresses.

Leaps Dancewear LTD uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

#### 2) The right of access

At any point an individual can make a request relating to their data and Leaps Dancewear LTD will need to provide a response (within 1 month). Leaps Dancewear LTD can refuse a request, if we have a lawful obligation to retain data, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

#### 3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use.

Data regarding finances, such as invoices, will be kept on our secure database for 7 years, to comply with the current laws set by the HMRC. This may mean that other personal data cannot be forgotten.

#### 4) The right to restrict processing

Customers and staff can object to Leaps Dance Academy LTD processing their data. This means that records can be stored, but must not be used for the requested reasons. In doing so, there may be a negative impact, such as Leaps Dancewear LTD not being able to process orders/deliveries. You will be informed of any such negative impact, on request.

#### 5) The right to data portability

Leaps Dancewear LTD requires data to be transferred from one IT system to another; such a payment processing companies like Stripe. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

#### 6) The right to object

Customers and staff can object to their data being used for certain activities like marketing or research.

#### 7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Leaps Dancewear LTD does not use personal data for such purposes.

### **Storage and use of personal information**

Leaps Dancewear LTD will occasionally require paper copies of data to be used for packaging (e.g delivery address). If and where we do, we will store this in a sealed parcel.

Members of staff have restricted access to online files.

Any paper records are shredded after the retention period.

Leaps Dancewear LTD stores personal data held visually in photographs or video clips or as sound recordings. No names are stored with images in photo albums, displays, on the website or on Leaps Dancewear LTD social media sites.

Access to all office computers is password protected and all files are stored in an encrypted format. When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Leaps Dance Academy must;

- \* Manage and process personal data properly
- \* Protect the individual's rights to privacy
- \* Provide an individual with access to all personal information held on them

This Policy was adapted in May 2018 reviewed in August 2023.

Signed on behalf of Leaps Dancewear LTD

*Holly Smith*

(Co Director and owner of Leaps Dancewear LTD)

Policy review date: April 2024

*Natalie Marshall*

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