



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. LDPA Agency is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents', visitors' and 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

LDPA Agency is a Children's Talent Agency which works alongside Casting Directors, production companies, Spotlight and Local Authorities, and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, and email addresses. We also need to know/have children's full names, addresses, dates of birth, bank details, birth certificates and Education school, along with any medical, SEN requirements and ethnicity (for equal opportunities purposes). We are requested to provide data to the above-mentioned persons for the purposes of potential employment, licensing and opportunities. We are also required to provide data to Local Authority's national wide for performance licensing purposes; this information is sent to the Local Authority via a secure electronic file transfer system. LDPA Agency is required to hold data on its Staff members; names, addresses, email addresses, telephone numbers, dates of birth, National Insurance numbers, photographic ID such as passport or driver's licence, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. DBS Numbers and date of issue are also held on a central record.

Lucie Downer Performing Arts & Agency 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 LDPA Agency will need to provide a response (within 1 month). LDPA Agency 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.

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. However, LDPA Agency has a legal duty to keep children's and parents details for a reasonable time, LDPA Agency retains these records for 1 year after leaving. Staff records must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period or stored electronically on devices with security password protection. LDPA Agency must by law keep a record of children's earnings for 5 years.

4) The right to restrict processing

Parents, visitors and staff can object to LDPA Agency processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

LDPA Agency requires data to be transferred from one IT system to another; such as from LDPA Agency to the Local Authority, for performance licences, and casting directors/Production teams for auditions and jobs. 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

Parents, visitors 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. LDPA Agency does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a locked office at LDPA Agency. Members of staff can have access to these files, but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period. Information is gathered via and stored electronically on Jotform, Spotlight and Dancebiz, all of which are GDPR compliant software. Members of staff have access to information stored on Dancebiz & Spotlight, all of which are data and password protected. Information stored about individual children is confidential and used by staff for the purpose of licensing, casting, medical information and parental contact details. LDPA Agency collects a large amount of personal data every year including; names and email addresses of those on the waiting list to attend an

audition. These records are deleted if the child does not attend, or if they are accepted added to the child's file and stored appropriately. Information regarding families' involvement with other agencies is stored both electronically (password protected) and in paper format, this information is kept in a locked office in LDPA Agency. These records are shredded after the relevant retention period.

LDPA Agency stores personal data held visually in photographs or video clips or as sound recordings. These will only be published if consent has been obtained via the Photo/Video release form. No full names are given with images on the website or on LDPA Agency's social media sites. Access to office computers and mobile devices are password protected. When a member of staff leaves the company, these passwords are changed in line with this policy and our Safeguarding policy.

GDPR means that LDPA Agency 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 created by LDPA Agency 2019.

Signed on behalf of LDPA Agency _____ Lucie Downer
(Principal)

Policy review date: December 2020.

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