Policy Statement

* All documents relating to Move It… Performing Arts and its students is securely stored in a locked fire proof cabinet which is in a cupboard in the Main Studio at Blackshots Leisure Centre. Only Senior staff of Move It… Performing Arts have access to this area.
* No data relating to students of Move It… Performing Arts is shared with ANY third party unless specific authorisation has been sought from parents/guardians of those students. Senior staff members may have reason to access this data for the purposes of contact regarding Move It… Performing Arts and is permitted under current consent agreements.
* Move It… Performing Arts are registered with the ICO and are fully compliant with current legislation. As such our student’s rights are protected.
* Move It… Performing Arts students or their parents/guardians have the right to request, edit or erase information. Any such request must be made in writing to the Principal. Move It… Performing Arts will endeavour to respond within a timely fashion.
* Move It… Performing Arts have conducted a full internal audit of all documentation and this is available for viewing should the need arise. Any such request must be made in writing to the Principal.
* No documentation regarding Move It… Performing Arts students is kept unsecured at any time. Any documentation stored electronically is password protected. Back up methods are in place, data is protected with an adequate anti-virus system and a localised firewall.
* Any information regarding previous Move It… Performing Arts students will be securely disposed of within 1 year of their termination of contract. The information will be shredded and deleted from any electronic devises controlled by The Principal.
* Any information regarding Move It… Performing Arts students is processed lawfully, fairly and in a transparent manner in relation to individuals.
* Any information regarding Move It… Performing Arts students is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
* Any information regarding Move It… Performing Arts students is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
* Any information regarding Move It… Performing Arts students is accurate and, where necessary, kept up to date; every reasonable step will be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
* Any information regarding Move It… Performing Arts students is kept in a form which permits identification of data subjects for no longer than is necessary.