



## Confidentiality and Data Protection Policy

### Monitoring & Review

The policy will be reviewed annually. All individuals in a position of trust should have access to this policy and sign to the effect that they have read and understood its contents.

Review Date	Changes Made	By Whom	Approved by
May 2023	Annual update	E J GREIG	
November 2023	6 month review	E J GREIG	
May 2024	Annual update and action plan review		



Body Politic respects the privacy of children, young people, parents and workers.

We aim to ensure that all parents can share information in the confidence that it will only be used to enhance the welfare of their children.

We meet the requirements of the Human Rights Act 1998 with regard to protecting the individual's rights to a private family life, home and correspondence. Our only justification to interfere with this 'right' is where we believe that a child may be at risk of significant harm, to prevent a crime or disorder.

We meet the requirements of the General Data Protection Regulation with regard to the information kept about families, including how it is collected, stored and used. Our Privacy Policy is available at: <https://bodypoliticdance.com/privacy-policy>

We have regard to the Common Law Duty of Confidentiality and only share information with other professionals or agencies on a 'benefit to know' basis, with consent from parents, or without their consent in specified circumstances relating to safeguarding children.

### **Personal records**

These include:

- Registration and admission forms.
- Signed consents.
- Correspondence concerning the child or family.
- Observations by staff on any confidential matter involving the child, such as child protection matters, incident and accident logs.

These confidential records are stored securely by Body Politic.

### **Information Sharing concerning Child Protection Issues**

There are times when we are required to share information about a child or their family. These are when there are:

- Concerns a child is or may be suffering significant harm.
- Concerns about 'serious harm to adults' (such as domestic violence or other matters affecting the welfare of parents).

Where we have concerns, we would normally gain consent from families to share these. This does not have to be in writing, but a written record will be made that verbal consent has been given.



## **BODY POLITIC**

We do not seek consent from parents to share information where we believe that a child, or a vulnerable adult, may be endangered by seeking to gain consent. For example, where we have cause to believe a parent may try to cover up abuse or threaten a child.

Where we take a decision to share information without consent it is recorded in the child's file and the reason clearly stated.

Where evidence to support our concerns is not clear we may seek advice from the local Social Care agency or the NSPCC.

We only share relevant information that is accurate, factual, non-judgemental and up to date.

### **Information sharing GDPR**

Types of data collected:

- Personal data

We may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include email, name, postcode and phone number.

### **Use of data**

Body Politic uses the collected data for various purposes:

- To provide and maintain the service
- To notify you about changes to our service
- To allow you to participate in interactive features of our service when you choose to do so.
- To provide customer care and support
- To provide analysis or valuable information so that we can improve the service
- To monitor the usage of the service
- To detect, prevent and address technical issues
- To communicate (via newsletters, marketing or other promotional material) changes to our service.

### **Transfer and security of data**

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.



## **BODY POLITIC**

Body Politic will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data to a third party will take place.

### **Disclosure of data**

Body Politic may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of Body Politic
- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability.

### **Data Management and Retention**

The data which Body Politic creates, receives, or maintains is subject to the requirements of this Data Retention Policy.

Data should only be kept for as long as there is an administrative need to keep it to carry out its business or support functions, or for as long as it is required to demonstrate compliance for audit purposes or for legislative requirements.

Legislative requirements include, but are not limited to, compliance with the Public Record Acts (selection and disposition of records), the Enterprise and Regulatory Reform Act 2013, the Competition Law Act 199, the Lord Chancellor's Code of Practice on Records Management contained in the Freedom of Information Act 2000, the Data Protection Act 2018 and the UK GDPR.

Unless otherwise directed, Body Politic staff will retain personally identifiable data for a period of 7 years from the date of last interaction with the individual. After 7 years the data will be deleted.

Body Politic stores only essential information on a Google Drive service, access to this is limited to select personnel, and Role Based Access Control is in operation.

### **Links to other sites**

Our service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

### **Other records**



## **BODY POLITIC**

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

All staff (both paid and volunteer) are informed of our confidentiality policy and required to respect it.