



# DATA PROTECTION POLICY

Policy/Procedure creator: Senior Management Team

Policy/Procedure created/reviewed: 01/02/2022

Centre Name	MEPA Academy
Centre Number	61710
Date policy first created	01/09/2021
Current policy reviewed by	Kate Williams
Current policy approved by	Mandy Ellen
Date of next review	10/09/2022

## Key staff involved in the policy

Role	Name
Exams officer	Kate Williams
ALS lead/SENCo	Claire Ross
Senior leader(s)	Mandy Ellen and Emma Finch
Head of centre	Mandy Ellen
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that access arrangements process at MEPA Academy is managed in accordance with current requirements and regulations.



## **DATA PROTECTION POLICY (GDPR)**

### **Data Protection Statement**

MEPA Academy is dedicated to ensuring that all data collected will be utilised, stored and removed appropriately in accordance with the rights of data subjects under the General Data Protection Regulation (GDPR).

This document explains who MEPA Academy is, why we process data, and the lawful basis for that processing. It describes the kind of personal data we retain and how we are allowed to process it.

### **Contact Details:**

**MEPA ACADEMY**  
**EARL HOUSE, 27 & 29 EARL STREET**  
**MAIDSTONE, KENT, ME14 1PF**  
**01622 756644**

[info@mepaacadmey.com](mailto:info@mepaacadmey.com) / [efinch@mepatraining.com](mailto:efinch@mepatraining.com)

The schools data controller (Emma Finch) is responsible for ensuring its compliance with current Data Protection Law and can be contacted at the above address, email addresses or telephone number.

### **Purpose of processing personal data:**

- 1) To enable the efficient management of MEPA, to manage students memberships including subscriptions where relevant (Spotlight)
- 2) To enable us to communicate efficiently with parents / students and staff by sending only relevant news, alerts and documents and information about development / events / rehearsals / shows and competitions which are relevant to them.
- 3) To defend and indemnify MEPA in case of any members noncompliance with policies and procedures.
- 4) To apply for performance license regulated by the council.
- 5) To use photography and showreels for marketing purposes.
- 6) To keep sufficient records of children in regards to safeguarding and school records
- 7) Examination information
- 8) Course work

### **Lawful basis of processing**

MEPA's existing agreement between itself and its members (parents/carers, pupils and staff) requires that members provide their name, postal address, email addresses, telephone number, medical consent and emergency contact etc. This agreement means that MEPA's lawful basis for processing members personal data is 'consent' therefore the individual has given clear consent for you to process their personal data for a specific purpose.

### **Categories and types of personal data processed**

- Name, postal address, email, telephone, school grades and other personal details

### **Recipients of Members personal data**

- MEPA's management team, Data Controller and formally contracted admin staff may access member's personal data.
- Member's personal data will not be passed to any third party unless with expressed permission of the member.

*To be Reviewed September 2022*

- MEPA will not transfer member's personal data outside the UK.

### **Data Retention Period**

MEPA will retain member's personal data only for as long as each member remains a member of MEPA; when a member ceases to be a member of MEPA he/she must confirm this in writing with the Data Controller at which time all associated personal data will be irrevocably deleted.

### **Member's Rights**

- Member's can obtain a copy of all their personal data held by MEPA, member's may access their data at any by contacting the Data Controller.
- Member's can update their personal data at any time by contacting the data controller.

# MEPA ACADEMY'S

## DATA FLOW

### 1. Where we receive our data from?

All data is received from parents / guardians / carers / pupils

### 2. What data we require

#### Students

- Name
- Address
- Contact Details
- School Grades
- Basic medical details / allergies
- Special Educational Needs
- Emergency Contact Details
- What payments are made to MEPA – but we never keep financial details.
- Financial information (for students applying for Scholarships only)

#### Staff

- Name
- Address
- Contact details
- Emergency Contact
- Criminal Records
- Qualifications
- References
- Identification
- ID

### 3. How data is stored

Data is stored on our internal computer database and a hard copy is kept filed. All files are in a locked room which is only accessible to key staff.

### 4. How data is processed

- Data is only seen and used by reception and management
- Data can be transferred from different external hard drives on the 3 computers used on the premises
- Data may be passed on to local authorities for license reasons i.e KCC for BOPA license, spotlight castings for agency kids.
- Data is used to contact students and parents of MEPA and to communicate development, events and rehearsals.
- Data is never sold on or used for marketing purposes.
- Photography and videos can be used for marketing purposes on media sites such as Facebook / Twitter / Instagram and Youtube.