



## Northern Counties Dance Teachers' Association International

### Data Protection Policy

The Data Protection Act 2018 (DPA) together with the General Data Protection Regulation (2018) regulates the way in which certain information about employees and volunteers is held and used.

Northern Counties Dance Teachers Association International considers that many of the principles in the Act represent good practice, hence the need for us to comply with the Act.

This policy gives details about the type of information that the Organisation keeps about its employees and volunteers and the purposes for which it keeps them.

Throughout employment/engagement and for as long a period as is necessary following the termination of employment/engagement, the Organisation will need to keep information for purposes connected with an employee's employment or volunteer's engagement.

These records may include:

- a) information gathered about an employee/volunteer and any references obtained during recruitment;
- b) details of terms of employment;
- c) payroll, tax and National Insurance information;
- d) performance information;
- e) details of grade and job duties;
- f) health records;
- g) absence records, including holiday records and self-certification forms;
- h) details of any disciplinary investigations and proceedings;
- i) disclosure and Barring Records;
- j) training records;
- k) contact names and addresses;
- l) correspondence with the Organisation and other information provided to the Organisation;
- m) risk assessments.

The Organisation believes these uses are consistent with our employment relationship and with the principles of the DPA.

The information held will be for our management and administrative use only, but from time to time, we may need to disclose some information we hold about employees and volunteers to relevant third parties. We may also transfer information to another Group or Organisation, solely for purposes connected with an employee's/volunteer's career or the management of the Organisation's business.

It should also be noted that the Organisation might hold the following information about an employee or volunteer for which disclosure to any person will be made only when strictly necessary for the purposes set out below:



- a) an employee's/volunteer's health, for the purposes of compliance with our health and safety and our occupational health obligations;
- b) for the purposes of management and administration, for example to consider how an employee's/volunteer's health affects his or her ability to do his or her job and, if the employee/volunteer is disabled, whether he or she requires any reasonable adjustment to be made to assist him or her at work;
- c) the administration of insurance, pension, sick pay and any other related benefits;
- d) in connection with unspent convictions to enable us to assess an employee's/volunteer's suitability for employment/engagement.

The Organisation requires all engaged in the Organisation's programme(s) to comply with the DPA in relation to the information about other staff or volunteers. Failure to do so will be regarded as serious misconduct and will be dealt with in accordance with the Organisation's disciplinary policy and procedure. If an Employee/volunteer/participant is in a position to deal with personal information about other Employees/volunteers/participants, he or she will be given separate guidance on his or her obligations and must ask if he or she is unsure.

Employees, volunteers and participants should endeavour to ensure all young peoples' details are kept safely and securely at all times.

Employees/volunteers/participants must ensure that all passwords for ALL databases are to be kept confidential and regularly reviewed.

The person with overall responsibility for compliance with the DPA is Northern Counties Dance Teachers Association International's Director.

## Annex 1

### Terminology

Organisation – Northern Counties Dance Teacher's Association International.

Employee – standard definition of an employee as per the Employment Act 2008. For the purposes of this Policy Employee includes Volunteer.

Participant – for the purposes of Northern Counties Dance Teacher's Association International the definition as per the Cambridge Dictionary 'a person who takes part in or becomes involved in a particular activity'.



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