



Dance Live!

Data Sharing Agreement

At Dance Live! and The Guildhall Trust, we are committed to protecting yours, and your student's, privacy, being transparent about the information we hold and how we use this information.

We recognise that we are asking for a lot of personal data and we hope that this document explains the purpose and process for sharing and storing that information, as clearly as possible.

For the purpose of Dance Live!, The Guildhall Trust is the Data Controller.

WHAT INFORMATION DO WE COLLECT

Dance Live! will ask for information about all students attending the event on the show days, any teachers/ school staff accompanying them, and any external supporters such as parent helpers etc.

Student information required includes: full names, dates of births and postcodes. Gender is required, but this is anonymous.

Staff information required includes: full names, DBS number and DBS issue date. Gender is required, but this is anonymous.

We will also be asking for details about all students who participated in putting the piece together, even if they do not attend the show day. This may include those responsible for helping with costumes, the creation of the LED screen etc. This takes the form of an **Equality, Diversity and Inclusion Monitoring Form** and asks details anonymously about students such as ethnicity, disability, pupil premium eligibility.

WHAT DO WE USE YOUR INFORMATION FOR

We collect information and data for a couple of reasons:

To fulfil our Child Licencing Agreement

In order for us to run Dance Live! we are under a Body of Persons Approval (BOPA) granted to us by the local authorities in which Dance Live! is taking place.

For more information about BOPA's please see this useful website:

<https://www.nncee.org.uk/page/486/bopas>

A BOPA means that we do not need to obtain individual child licences for each student attending. However, we will still need to demonstrate that clear, robust and well embedded safeguarding policies and arrangements are in place to protect children and young people participating in the events.



The information that we ask for is compulsory for us to obtain a BOPA from the local authority.

To ensure equality and diversity within the events

The anonymous, optional information shared through the **Equality, Diversity and Inclusion Monitoring Form** supports our commitment to ensuring that Dance Live! is reaching young people that may struggle to access traditional dance provisions, and enables us to address any gaps in provision. We may use this optional anonymous information to create bespoke programmes or apply for funding.

WHO DO WE SHARE YOUR INFORMATION WITH

Information sent to us is shared within the immediate Dance Live! administration team. The information is not shared with wider employees of Dance Live! The Guildhall Trust.

Information sent to us may be shared with the Child Employment and Licencing Teams at the Local Authority in which the venue is situated, **should they request it**. For example: if the event is taking place at Portsmouth Guildhall- information is shared with Portsmouth City Council's Child Employment Licencing teams.

We do not automatically share any information given to us to the local authority, unless they request to see it.

The anonymous information that is shared via the **Equality, Diversity and Inclusion Monitoring Form** will be shared with the wider Dance Live! The Guildhall Trust team, including Trustees. This information may also be used in future presentations and marketing information, to demonstrate our audience development activities or promote the event to interested schools. This information may also be used in future fundraising endeavours e.g. grant or sponsorship applications. It will remain anonymous at all times, and will not be linked to a school, but rather generalised as whole statistics.

We will not transfer, process or store your data anywhere that is outside of the European Economic Area.

We may need to disclose details if required to the Police, regulatory bodies or legal advisors.

We do not sell personal information to third parties for any purpose.

HOW DO WE KEEP YOUR INFORMATION SAFE AND SECURE

Personal data will be held and processed on The Guildhall Trust's systems, or systems managed by suppliers on behalf of the Trust.

Data is always held securely, with access to personal information strictly controlled to only those who need it to do their job. Sensitive personal data has additional controls and is only made visible to those who have reason to work with it.

When personal data is shared with the relevant local authority body, it is shared using password encrypted files, with passwords sent separately to ensure security.



We are required to keep personal details on file for 6 months after the performance date, as we could be required to produce this information to the local authority at any point up to that time. Once 6 months has lapsed, the information will be removed from its stored location on files and emails.

If you have any information concerning the collection, storing and sharing of personal details related to your school, please contact the team:

General

Email: dancelive@portsmouthguildhall.org.uk

Telephone: 02393 870 196

Executive Producer & Designated Safeguarding Lead

Email: Hayley.reay@portsmouthguildhall.org.uk

Telephone: 02393 870 193

Dance Live! Producer & Deputy Safeguarding Lead

Email: Cherry.lambert@portsmouthguildhall.org.uk

Telephone: 02393 870 196