

Association of Russian Ballet & Theatre Arts



ASSOCIATION OF RUSSIAN BALLET
AND THEATRE ARTS

(non-profit making organisation)

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Data Protection

A teacher should behave in accordance with sound data collection principles; currently these are the eight data protection principles of The Data Protection Act 1998. These principles are set out below.

Standards of good practice for the relationship between teacher and student for principals of dance schools, studio principals and individual teachers should:

- A teacher should have a written health and injury prevention and child protection policy.
- Employ teaching staff with experience and qualifications appropriate to the levels and techniques to be taught. Student teachers should be trained and supervised to ensure maintenance of the school's teaching standards.
- Ensure that students and families have ample opportunity to communicate with their teachers.
- Use adequate and flexible teaching skills to create a productive learning environment.

The eight principles of the Data Protection Act 1998:

The eight principles of the Data Protection Act 1998 may be summarised thus. All data recorded by dance teachers concerning individuals with whom they come into contact (be they child or adult) must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with the data subjects' rights
- Secure
- Not transferred to countries outside the European Economic Area (EEA) without adequate protection

Notification: In certain circumstances (but not all) dance teachers need to register with the Information Commission.

A dance teacher (the data controller) who holds personal data manually (i.e. not stored on a computer) is exempt from registration. All dance teachers, however, must comply with the eight principles of the Data Protection Act 1998.

A dance teacher who holds personal data on computer or other electronic means may be required to register with the Information Commission depending on the data held and the purpose/s for which it is held. If, for example, personal data is only stored for the dance teacher's accounting purposes and record keeping then it might be that registration is not required. This should always be confirmed with the Notification helpline on 01625 545740.

A dance teacher who holds any health-related information electronically (e.g. on a computer, word processor etc.) must, without exception register with the Information Commission.

In summary:

1. Where records held are 100% manual (i.e. not on a computer) there is no need to register with the Information Commission.



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