



# TUDOR ROSE ONLINE FESTIVAL 2020

TEACHER'S NAME & SCHOOL: .....

.....

## CHILD PROTECTION POLICY

I am in receipt of the Child Protection Policy for the above festival on behalf of children under 18 years entered for the online dance festival.

I undertake to pass copies of this Policy to the parents / guardians / carers of all children who will take part in the festival and ensure that they receive these in what I consider to be sufficient time for them to make arrangements for their children's (or vulnerable adults in their care) attendance at the festival.

I understand that the festival has requested me to ensure that parents / guardians / carers know that responsibility lies with them in pursuance of this Child Protection Policy, which I have read and understand.

I am aware that entries will be returned if I fail to bring this Policy to the attention of the parents/carers of competitors I have entered.

*Thank you for your involvement in best practice by being a partner in our Child Protection Policy.*

*Child Protection Policy - see over ...*

## DATA PROTECTION & GENERAL DATA PROTECTION REGULATION (GDPR) PRIVACY NOTICE

The Tudor Rose Festival holds data solely for the purpose of running the event. Personal data will not be disclosed to third parties without the express permission of the data subject unless such disclosure is to enable the festival to fulfil its constitutional purpose. **Please tick the box below to opt in to the Data Protection and GDPR Privacy Notice, which are attached.**

I/We understand data collection issues and agree to opt in to the Tudor Rose Festival policies regarding Data Protection and the GDPR Privacy Notice. I understand that the festival has requested me to ensure that parents / guardians / carers know that responsibility lies with them in pursuance of the Data Protection and General Data Protection Regulation Privacy Notice, which I have read and understand. I undertake to pass copies of these to parents. *(Please tick to opt-in.)*

*Data Protection Policy / GDPR Privacy Notice – see over ...*

**Please sign below to cover both the Child Protection Policy and the Opt-In to the Data Protection Policy and return this completed page to Sheila Mellors, along with your entry forms, by the closing date (20 August 2020) to the address below (please retain a copy for yourself).**

Signed: .....

Name in Capitals: .....

Job Title: .....

**Please return this completed form to:**

Mrs S B Mellors, General Secretary, 2 Regal Heights, Western Lane, Odiham, Hampshire RG29 1TT  
Tel: 01256 229816 Mob: 07540 574083 email: [tudorrosefestival@gmail.com](mailto:tudorrosefestival@gmail.com) Website: [www.tudorrosefestival.org](http://www.tudorrosefestival.org)

# CHILD PROTECTION POLICY

The British and International Federation of Festivals for Music, Dance and Speech work for amateur festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

The Federation, and our member festivals, are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees, paid staff, Adjudicator members, volunteers, students or anyone working on behalf of the Federation and our member festivals.

## We recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## The purpose of the policy:

- to provide protection for the children and young people who participate in our festivals, including the children of festival members
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

## We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

The Federation will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

## Creating Safer Festivals for Everyone

The Federation and its member festivals use the following policies and procedures to create **Safer Festivals** for everyone:

1. A single, definitive Child Protection Policy adopted by all Federation festivals.
2. One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation festival.  
**Name:** Fiona Richmond      **Phone:** 01256 229816
3. Best practice advice in the form of **Safe Working Practice** and **Festival Child Protection leaflets**, with support and training for all festival staff and volunteers. Including clear reporting procedures for anyone with a concern about a child.
4. Appropriate recruitment and induction procedures for all new festival staff and volunteers responsible for providing safe environments for everyone attending / performing at a Federation festival.
5. Some children and vulnerable adults may have specific needs in order to take part. If this is the case, we ask the responsible teachers/parents/guardians/carers to contact the festival prior to arrival. The festival actively seeks wherever possible to meet these needs but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.
6. The festival's Child Protection Policy and approach to Creating Safer Festivals for Everyone is published explicitly on our website. By completing and signing the entry form all parents / guardians / carers and teachers of entrants under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the entrants to take part in the festival. Without consent the entry to the festival cannot be accepted.



# DATA PROTECTION POLICY

1. This document describes the means by which the Tudor Rose Festival will comply with EU regulations known as the General Data Protection Regulation (GDPR), which came into force on 25 May 2018 and updated the UK Data Protection Act 1998.
2. The lawful basis for the collection and storing of data is that the festival organisers need to know, for each competitor, their name, age, associated school, classes entered and (when available) marks gained. In addition, the festival organisers need to know the contact details of schools entering (these are normally freely available online). Without this information the festival cannot take place. The festival qualifies as being exempt from the requirement to register any of its data with the Information Commissioner. The collection of the data is on the basis of the legitimate interests of the festival.
3. To comply with the GDPR the festival will:
  - a. Appoint a Data Controller responsible to the festival committee for implementation of this Policy.
  - b. Provide all festival entrants with a GDPR Privacy Notice explaining why data is being collected and what will be done with it.
  - c. Ensure that all entrants positively 'opt in' to their data being collected.
  - d. Ensure that electronically-held personal data is password-protected.
  - e. Ensure that reasonable and proportionate measures are taken to prevent unauthorised viewing or theft of hard-copy personal data.
  - f. Respond to any subject access request within the statutory 30 days. The Data Controller is responsible for responding to subject access requests.
  - g. Normally retain data indefinitely for the purpose of maintaining a historical record but remove an individual's data if asked to do so via a subject access request.
  - h. Only collect personal data that is necessary for the running of the festival, as follows:
    - contact details of dance schools (name and address of principal and person managing entries);
    - name, date of birth, dance school attended, classes entered and marks awarded (when available) of entrants;
    - for private entries, the contact details of the parent or guardian of the entrant in addition to the other entrant data;
    - basic contact details (name, address and phone number) of volunteer helpers.
  - i. From time to time, process *post hoc* aggregated data for the purpose of managing the festival (for example, estimating how much time must be allocated for classes).
  - j. Place this policy and the GDPR on the festival website.
4. The festival will not:
  - a. Place any personal data online or on the festival website, other than posting the names of cup winners and the associated cups on the festival website. Cup winners will be asked to 'opt in' prior to having their names placed online. Award of cups will not be conditional on providing such consent.
  - b. Share personal data with any other organisation, other than to communicate the marks of competitors who have qualified for the All-England competition to All-England.
  - c. Be responsible for data relating to the festival which has been collected by other persons or agencies (for example, the official photographer or All-England).
5. This policy has been approved by the festival committee. All questions regarding this policy should be addressed to the Data Controller.

# GDPR PRIVACY NOTICE

## Introduction

EU regulations known as the General Data Protection Regulation (GDPR) came into force on 25 May 2018. The GDPR places significant additional responsibilities, over and above those defined in the Data Protection Act 1998, on those who collect and process personal data to ensure that providers of personal data understand the lawful basis for the collection and processing of their data. The document which explains this basis is known as a 'Privacy Notice'. The present document constitutes the Tudor Rose Festival Privacy Notice.

## What personal data does the festival need to collect?

For each competitor the festival collects the name, date of birth, affiliated school, classes entered, marks awarded (when available) and any cups or awards gained. For each school, the festival collects the name and contact details of the school, and the name and contact details of the principal and of the person managing the entries. The festival does not hold any contact details for individual competitors unless they are entered privately rather than through a school.

## Who is collecting the data?

The data will be collected by the festival organisers.

## How is the data collected?

Data is collected by means of electronic entry forms. All communication will be electronically.

## Why does the festival need to collect this data?

Self-evidently, the festival must know the names of competitors in order to organise the event, their ages (the classes are segregated by age), the affiliated school (in order to communicate information about the festival) and marks gained (so that competitors can determine how well they have done and so that, in the case of the Dance Section, the names of All-England qualifiers can be sent to the All-England Dance).

## How will the data be used?

Entry data will be input to an Excel spreadsheet. This is used to generate a confirmatory summary for each school, generate the festival 'running order', print marksheets and certificates, enter marks awarded and calculate the winners of sections. It will also be used, in combination with data from past festivals, to aid management planning. The festival will not undertake to process entries non-electronically.

## With whom will the data be shared?

The database itself will routinely be accessible by the festival committee. None of the data will be placed online or shared with any outside agency or organisation. Names and classes entered will be shared with the festival Adjudicator. None of the data will be sold to or shared with any other organisation. The festival does not receive commercial sponsorship.

## Can I see my data or ask for it to be deleted?

You have the right to see your personal data, and to ask for it to be deleted. A request to view your data is known as a 'subject access request'. The festival is legally obliged to respond to your request within 30 days.

## How long will my data be kept?

The festival will erase electronically held data after a ten-year period. If you would like your details erased from the historic record within the ten-year period you should make a subject access request. Your data will then be anonymised in the database.

## How secure is my data?

Electronic data is held in a password-protected database and a backup copy maintained. None of the data is accessible online. Paper documents (eg entry forms) are kept in a private dwelling with normal domestic security measures in place; the festival will take reasonable measures to ensure that the paper data is not lost or stolen or viewed by unauthorised persons but does not guarantee to store it under lock and key. E-mail communications are not subject to special encryption measures. The GDPR mandates procedures which must be followed for reporting a breach or suspected breach of data security.

## How will GDPR affect the entry process?

You will need to tick a lot more boxes in future to make it clear that you understand data collection issues and have 'opted in'. A requirement of the GDPR is that providers of personal data must positively 'opt in' to having their data collected; it is no longer permissible to assume that 'silence gives consent'.