

Everything Line Dance Association

GDPR and running a Line Dance class – A quick guide

We understand that the concept of GDPR and the regulations surrounding it can be quite overwhelming, especially with all the rules and regulations surrounding it. To help make this a bit easier, we have put together a basic 'need to know' guide for you to refer to.

What is GDPR?

GDPR, or the General Data Protection Regulation, sets out the rules about how you manage the personal data you hold on another person. In the UK, this is covered by the Data Protection Act 2018 (DPA)

What is personal data?

Personal data is ANY information that you hold that could identify a living person, this could be their name, phone number, e-mail address, health information, bank details.....

Do the DPA regulations apply to me?

The short answer is almost certainly yes – if you hold any personal data of any kind the regulations apply to you, examples of this could be holding a list of phone numbers to contact class members in an emergency, any medical or dietary information you hold on your dancers.

Ok, so what do I need to do?

There are a few easy steps you need to follow to comply with the law:

1. Tell people you are holding their data, what data you are holding and why *e.g you might be holding phone numbers for your dancers to contact them if the class is cancelled at short notice, if you serve tea/coffee/cakes you might want their confirmation they don't have any allergies.*
2. Only collect the information you need, if you are collecting more information i.e. several contacts for one dancer, make sure they know this is optional.
3. Only hold the data as long as you need it – *If a dancer tells you they are no longer coming to your class, you no longer need their details, delete them*
4. Make sure the information is accurate and up to date - *why not check phone numbers/e-mail addresses with your class on an annual basis?*
5. Make sure you are storing the data securely – *If you have paper copies, are they in a folder locked away, if you have the information on your phone or laptop, does it have a password?*
6. DO NOT share any data without permission – remember your dancers gave permission for you to hold this data, not for anyone else to.

Got that! – but where do I start?

First of all, make a list of all the places you can think of that you keep data, knowing where it all is will definitely help stop any breaches. Think about each piece of data you hold, ask yourself why you are keeping it, and if you're not sure, delete it! You should only be holding data that is essential to the successful running of your class.

Whoops! – Something has gone wrong!

Firstly, don't panic, mistakes happen we're all human after all. The most common data breaches involve e-mails and sending them to the wrong person. If that happens, you should make every

attempt to recall the e-mail, if this is not possible you should e-mail the person you sent it to and ask them to delete it.

Also, remember if you are sending out a group e-mail to all your dancers make sure you 'blind copy' everyone in – you don't have permission to share the personal e-mail addresses with everyone in your class. To do this send the e-mail to yourself and put everyone else's details in the BCC section.

It is unlikely that any mistake you make will need to be reported to the ICO (Information Commissioner's Office), if you are unsure, please contact us and we will try to help you.

Useful links

Data Protection Act – full legislation

[Data Protection Act 2018 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2018/12/section-1)

Information Commissioner's Office

[Information Commissioner's Office \(ICO\)](https://ico.org.uk/)