

## Emil Dale Information Handling Policy

Emil Dale School of Performing Arts (EDSA) & Emil Dale Academy (EDA)\*\*\*

*\*\*\*In this policy, the abbreviation of EDA will be used to cover all business streams*

**Emil  
Dale**  
ACADEMY

## **1. Aims, Purpose and Scope**

This Information Handling Policy specifically relates to EDA's handling of its student's and applicants' data. It seeks to explain what software EDA uses to store your data, what data of yours is stored by EDA, and how this data is protected.

If you wish to read more information on your stored personal data at EDA, please read either the Emil Dale Academy Privacy and Information Security Policy, and/or the EDA Student Privacy Notice.

## **2. Aims, Purpose and Scope**

### **2A. Data collected and purpose**

EDA processes personal information taken from:

- your application,
- enrolment form,
- referees or other third parties supporting your application,
- information and documentation you provide in support of your application, and
- information collected or created during your time with us such as:
  - tuition notes and course progression,
  - attendance record,
  - your photograph,
  - correspondence,
  - feedback and other comments,
  - details of payments made and received or debts owed,
  - complaints,
  - enquiries, and
  - information you are required to provide such as:
    - special requirements,
    - health or diversity information, and
    - marketing preferences.

We use this information to:

- provide your course and support your studies and welfare,
- to verify your identity,
- maintain contact with you (by post, email and phone),
- offer additional related services and information,
- monitor and enforce the conditions of our agreement with you,
- to manage payments,
- for credit scoring and assessment,
- debt tracing,
- to manage your use of facilities (e.g. libraries) and participation at events,
- to support disciplinary, complaint, and quality assurance processes and arrangements,
- to fulfil our legal obligations,
- for internal and external auditing purposes, and
- to report on our activities and monitor diversity (this will be in an anonymised form).

We will also store the details of the emergency contacts you have provided in case we need to contact them.

### **3. Policy**

#### **3A. Programmes and their storage**

Your personal data will not be used for automated decision making or profiling without your consent.

Examples of the software EDA uses to store your data – and what data is stored within each programme – include:

<b>Software/programme name</b>	<b>Who is affected</b>	<b>Data stored</b>
Classbiz	<ul style="list-style-type: none"><li>• Emil Dale Academy full-time students</li><li>• Emil Dale Part Time students</li><li>• Emergency contacts and/or Fee payers for every Emil Dale student</li></ul>	<ul style="list-style-type: none"><li>• Student name</li><li>• Student date of birth</li><li>• Student personal email address (if applicable)</li><li>• Student personal phone number (if applicable)</li><li>• Student sex assigned at birth</li><li>• Emergency contact and/or Fee payer name</li><li>• 2 x Emergency contact phone numbers (or 1 x Emergency contact and 1 x Fee payer)</li><li>• Emergency contact and/or Fee payers email address</li></ul>
Microsoft Teams	<ul style="list-style-type: none"><li>• Emil Dale Academy full-time students</li></ul>	<ul style="list-style-type: none"><li>• Student name</li><li>• Student Emil Dale email address</li><li>• Student picture (if student has uploaded it)</li></ul>
Filemaker Pro	<ul style="list-style-type: none"><li>• Emil Dale Part Time students</li></ul>	<ul style="list-style-type: none"><li>• Student name</li><li>• Student date of birth</li><li>• Student picture</li></ul>

### 3B. Jotform

Jotform is an online platform which EDA use to store any data that is provided by an applicant and/or student through them completing any electronic form that has been sent to them by EDA.

The data that is stored in Jotform by completion of one – or various – of the EDA electronic forms include:

Form name	Who is affected	Data stored
Audition Application (face-to-face)	<ul style="list-style-type: none"> <li>Any person applying for a face-to-face audition at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>Applicant name</li> <li>Applicant email address</li> <li>Applicant phone number</li> <li>Applicant date of birth</li> <li>Applicant ethnicity</li> <li>Applicant pronouns</li> <li>Applicant access requirements (if applicable)</li> </ul>
Audition Application (virtual)	<ul style="list-style-type: none"> <li>Any person applying for a virtual audition at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>Applicant name</li> <li>Applicant email address</li> <li>Applicant phone number</li> <li>Applicant date of birth</li> <li>Applicant ethnicity</li> <li>Applicant pronouns</li> <li>Applicant access requirements (if applicable)</li> </ul>
Face-to-Face Audition Information Form	<ul style="list-style-type: none"> <li>Any person applying for a face-to-face audition at Emil Dale Academy (after filling out Audition Application [face-to-face] on EDA website)</li> </ul>	<ul style="list-style-type: none"> <li>Applicant name</li> <li>Applicant date of birth</li> <li>Applicant nationality</li> <li>Applicant first language</li> <li>Applicant gender</li> <li>Applicant pronouns</li> <li>Applicant photo</li> <li>Applicant physical disability and physical health conditions (if applicable)</li> <li>Applicant mental wellbeing conditions (if applicable)</li> <li>Applicant neurodiverse identification (if applicable)</li> <li>Applicant medical information (if applicable)</li> <li>Applicant correspondence address</li> <li>Applicant phone number</li> <li>Applicant email address</li> <li>Emergency contact name</li> <li>Emergency contact relationship to applicant</li> <li>Emergency contact number</li> <li>Emergency contact email address</li> </ul>

		<ul style="list-style-type: none"> <li>• Fee payer email address</li> <li>• Applicant previous academic credentials</li> <li>• Applicant identification copy</li> <li>• Applicant signature</li> </ul>
Accepting Your Offer (Two-Year Course)	<ul style="list-style-type: none"> <li>• Any successful two-year course applicant who is accepting their place at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Student name</li> <li>• Student signature</li> <li>• Parent/guardian name</li> <li>• Parent/guardian signature</li> <li>• Student personal email</li> <li>• Student passport copy</li> <li>• Student proof of residency copy</li> <li>• Student photo</li> </ul>
Accepting Your Offer (Three-Year Course)	<ul style="list-style-type: none"> <li>• Any successful three-year course applicant who is accepting their place at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Student name</li> <li>• Student signature</li> <li>• Parent/guardian name</li> <li>• Parent/guardian signature</li> <li>• Student personal email</li> <li>• Student photo</li> </ul>
Accepting Your Offer (One-Year Course)	<ul style="list-style-type: none"> <li>• Any successful one-year course applicant who is accepting their place at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Student name</li> <li>• Student signature</li> <li>• Parent/guardian name</li> <li>• Parent/guardian signature</li> <li>• Student personal email</li> <li>• Student photo</li> </ul>
Direct Undergraduate Partner Application Form	<ul style="list-style-type: none"> <li>• Any successful three-year course applicant who is accepting their place at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Student name</li> <li>• Student gender</li> <li>• Student date of birth</li> <li>• Student correspondence address</li> <li>• Student contact number</li> <li>• Student email</li> <li>• Student nationality and country of residence</li> <li>• Student fee payment information</li> <li>• Student ethnic origin</li> <li>• Student passport copy</li> <li>• Student residential category</li> <li>• Student previous academic credentials</li> </ul>
Welcome Pack (Two-Year Course)	<ul style="list-style-type: none"> <li>• Any soon-to-be student who is set to join the next intake of two-year course students at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Student name</li> <li>• Student date of birth</li> <li>• Student term time address</li> <li>• Student medication and allergies (if applicable)</li> <li>• Student name and address of medical practice</li> <li>• Primary contact for fee communications</li> </ul>

		<ul style="list-style-type: none"> <li>• Student car number plate (if applicable)</li> <li>• 1<sup>st</sup> emergency contact name</li> <li>• 1<sup>st</sup> emergency contact email address</li> <li>• 1<sup>st</sup> emergency contact phone number</li> <li>• 2<sup>nd</sup> emergency contact name</li> <li>• 2<sup>nd</sup> emergency contact email address</li> <li>• 2<sup>nd</sup> emergency contact phone number</li> <li>• Student signature</li> <li>• 1<sup>st</sup> and 2<sup>nd</sup> emergency contact signature</li> </ul>
Welcome Pack (Three-Year Course)	<ul style="list-style-type: none"> <li>• Any soon-to-be student who is set to join the next intake of three-year course students at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Student name</li> <li>• Student date of birth</li> <li>• Student term time address</li> <li>• Student medication and allergies (if applicable)</li> <li>• Student name and address of medical practice</li> <li>• Primary contact for fee communications</li> <li>• Student car number plate (if applicable)</li> <li>• 1<sup>st</sup> emergency contact name</li> <li>• 1<sup>st</sup> emergency contact email address</li> <li>• 1<sup>st</sup> emergency contact phone number</li> <li>• 2<sup>nd</sup> emergency contact name</li> <li>• 2<sup>nd</sup> emergency contact email address</li> <li>• 2<sup>nd</sup> emergency contact phone number</li> <li>• Student signature</li> <li>• 1<sup>st</sup> and 2<sup>nd</sup> emergency contact signature</li> </ul>
Welcome Pack (One-Year Course)	<ul style="list-style-type: none"> <li>• Any soon-to-be student who is set to join the next intake of one-year course students at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Student name</li> <li>• Student date of birth</li> <li>• Student term time address</li> <li>• Student medication and allergies (if applicable)</li> <li>• Student name and address of medical practice</li> <li>• Primary contact for fee communications</li> <li>• Student car number plate (if applicable)</li> </ul>

		<ul style="list-style-type: none"> <li>• 1<sup>st</sup> emergency contact name</li> <li>• 1<sup>st</sup> emergency contact email address</li> <li>• 1<sup>st</sup> emergency contact phone number</li> <li>• 2<sup>nd</sup> emergency contact name</li> <li>• 2<sup>nd</sup> emergency contact email address</li> <li>• 2<sup>nd</sup> emergency contact phone number</li> <li>• Student signature</li> <li>• 1<sup>st</sup> and 2<sup>nd</sup> emergency contact signature</li> </ul>
Open Day Application Form	<ul style="list-style-type: none"> <li>• Any prospective student who wishes to apply for an Open Day at Emil Dale Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant name</li> <li>• Applicant email address</li> <li>• Applicant phone number</li> <li>• Applicant date of birth</li> <li>• Applicant access requirements (if applicable)</li> </ul>
Outreach Application Forms	<ul style="list-style-type: none"> <li>• Any person who applies to take part in one of Emil Dale Academy's free Outreach Workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant name</li> <li>• Applicant date of birth</li> <li>• Applicant pronouns</li> <li>• Applicant email address</li> <li>• Applicant phone number</li> <li>• Applicant correspondence address</li> <li>• Applicant access requirements (if applicable)</li> <li>• Applicant health conditions (if applicable)</li> <li>• Emergency contact name</li> <li>• Emergency contact relationship to applicant</li> <li>• Emergency contact phone number</li> <li>• Emergency contact email address</li> </ul>

### 3C. Customer Safety

EDA take the handling of all data extremely seriously. The following processes are in place to ensure that data EDA hold is as secure as possible:

#### 1. Individual Logins

All EDA administrative staff have individual log-in details to access their computer. Staff must log out of their computer if they leave their computer unattended for any time and must fully log out and shut down the computer when their shift for the day finishes. These computer log-in details automatically sync up with the staff member's access to Microsoft Teams, and the relevant Teams they are privy to.



All EDA administrative staff also have individual log-in details to access Classbiz. This creates a “second layer” of defence to ensure that data stored on Classbiz has two levels of password protection. Staff are encouraged to use different passwords for their individual log-in and Classbiz log in details.

If, at any point, a staff member feels that their accounts have been accessed and used by a person other than themselves, they are required to change their log in passwords with immediate effect, and contact their Line Manager explaining what has happened and what has led them to believe that their profile has been accessed.

## **2. Shared Logins**

It is worth noting that no person will have access to any shared log-in details unless they have logged into their individual EDA staff profile.

All necessary EDA administrative staff have access to the log in details for Jotform. Jotform is also additionally password protected. Staff are aware of the severity of sharing such log in details with any person outside of the company without permission. The unlawful sharing of such information is considered a breach of policy and would be formally investigated by EDA Senior Management.

All necessary EDA administrative staff have access to the log in details for Filemaker Pro. The singular laptop used for Filemaker Pro is also additionally password protected. Staff are aware of the severity of sharing such log in details with any person outside of the company without permission. The unlawful sharing of such information is considered a breach of policy and would be formally investigated by EDA Senior Management.

If, at any point, a staff member feels that these accounts have been accessed and used by a person outside of the company, they are required to change the log in passwords with immediate effect and contact their Line Manager explaining what has happened and what has led them to believe that these profiles have been accessed. The Line Manager will investigate this situation and will redistribute the new password to their team members when it is deemed safe to do so.

### **Document Review**

<b>Version Number</b>	<b>Date of Issue</b>	<b>Review Date</b>	<b>Author</b>	<b>Changes Made/ detail</b>
01	30 <sup>th</sup> May 2022	Summer 2023	Eden Tinsey	First issue