

DanceSyndrome Data Subject Consent

1. Scope

This procedure covers all situations where DanceSyndrome requires the consent of a data subject for the processing of personal data.

Consent is defined as any indication on the part of the data subject that he or she agrees that their personal data may be processed. Consent must be given freely, without any duress, it must be specific, informed and without ambiguity and shall be granted by the data subject either by way of a statement or through clear, affirmative action on his or her part.

2. Responsibilities

As a data controller, DanceSyndrome is responsible for obtaining the consent of the data subject, under the oversight of the Data Protection Officer ("DPO").

3. Consent procedure

DanceSyndrome must demonstrate that explicit consent has been given for the processing of a data subject's personal data. This is done via several methods, including a Participant Data Form, a Data Subject Consent Form or through other written communications (print or electronic).

The specific purpose or purposes of the processing must be set out in writing at the time of collecting the consent and the data subject must expressly consent to this.

DanceSyndrome must be able to demonstrate the following:

- That the consent of the data subject is easily distinguishable from all other data held on the data subject (i.e. it is easy to locate and identify);
- That the consent of the data subject is made in an intelligible manner, using clear and plain language;
- That, prior to giving consent, the data subject has been informed of his or her rights to withdraw consent, as per the Right to Withdraw Consent Procedure; and
- That the processing of personal data can only take place pursuant to the agreement between DanceSyndrome and the data subject, whereby the data subject provides his or her explicit consent.

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Registered Charity No: 1152664
Registered in England and Wales
Social Enterprise
and company limited by guarantee
Company No: 8402154

4. Child consent procedure

In relation to the processing of personal data of children under the age of 16, DanceSyndrome requires additional consent from the person who has parental responsibility over the child and DanceSyndrome must be able to demonstrate that this additional consent has been provided, as per Parental Consent Form and that it has taken reasonable efforts to ensure that the claim of parental responsibility is authentic and true, including the use of available technology.

5. Document owner

The DPO is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

The latest version of this policy document is available to all employees of DanceSyndrome on the policies section of our the website.

This policy document was approved by DanceSyndrome's Board of Trustees and is issued by the Chairperson on a version controlled basis.

Date of implementation: April 2018

Date of next review: November 2018

Sue Blackwell

Signed:

Sue Blackwell, Acting Chair – DanceSyndrome – 20.04.2018

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