**IDTA safeguarding and data protection guidance regarding filmed exams.**

This document is to be read in conjunction with the IDTA safeguarding policies which can be found here <https://www.idta.co.uk/information-hub/running-a-dance-school/safeguarding/>

And the IDTA privacy policy which can be found here <https://www.idta.co.uk/privacy-notice/>

The IDTA recognises that filmed examinations provide an invaluable opportunity for dancers of all ages to access the examination system. Filmed examination supports our commitment to inclusion by allowing dancers to be examined across a variety of methods improving access for IDTA member teachers and their students.

Filmed examinations allow dancers to celebrate success through a safe process and with improved access. They are an important part of the IDTA examination system.

The purpose of this policy document is to protect dancers who take part in these exams and to ensure that the IDTA provides services that align with our values, ethos and the law.

At the IDTA we also acknowledge that filming students can create both child protection and welfare concerns and we are committed to ensuring all our systems are of the highest standard and are designed with safeguarding in mind.

As such we aim to ensure that:

* our filmed examinations system ensures that footage of dancers captures them in a positive light and minimises any potential concerns regarding emotional safety and wellbeing
* that our staff and members understand potential risks regarding child protection and safeguarding and minimises those risks though best practice as described within this document
* that all our staff and members are fully committed to our safeguarding agenda and familiar with all relevant safeguarding guidance
* that our systems and processes align with broader IDTA policies on safety and welfare and with national law and guidance.

The IDTA understands that dancers can experience harm and abuse where their image or video footage is shared either intentionally or accessed opportunistically and that **all** dancers have a right to protection. Further information on the protection of children from harm can be found in the IDTA safeguarding policies.

The IDTA understands that video and audio recordings of an identifiable individual constitute personal data under the Data Protection Act 2018 and will ensure the protection of all individuals data regardless of age or any other protected characteristic or circumstance.

All filmed exam sessions will be:

* stored securely and accessible only by IDTA staff who need access to complete their roles
* stored with end dates that align with data protection principles and our examinations appeals policy
* deleted from all examiners devises immediately after marking
* never stored on portable equipment
* never copied onto additional personal devises
* deleted from the IDTA system in a timely fashion and aligned with their allocated end date
* will be stored alongside only the necessary and relevant personal data to process the examination in line with our standard examination process and general privacy policy

The IDTA expects all examiners to:

* never transfer footage to portable devises
* never transfer footage to additional personal devises
* never to transfer to other storage systems such as memory sticks
* to delete all footage after use in a timely fashion
* to make the IDTA immediately aware of any loss of devises that could constitute a data protection breach
* never share video exanimations or any information about video examinations on any public forum such as a social media platform
* never to show examination material to any one unless they work for the IDTA and have a clear and legitimate need to view that file
* to always abide by relevant IDTA policies such as those regarding data protection and safeguarding

The IDTA expects all IDTA member schools to:

* have appropriate policies regarding data protection and safeguarding in place
* to seek consent for all children taking part in filmed examinations
* to provide an alternative to filmed examinations for anyone who wishes to participate but for reasons such as safety, welfare, religion or other reasonable grounds does not wish to be filmed
* ensure appropriate exam conditions are adhered to, to ensure safety and welfare of all dancers
* ensure no footage from exams is ever shared on social media platforms, in messaging groups or on their school’s website
* ensure the video footage from the examination session is shared with no one other that the relevant professionals at the IDTA
* ensure that appropriate safeguards are in place at the school to hold a safe exam session
* never store footage on portable personal devises
* ensure all footage is deleted once it is no longer needed
* ensure safe storage of all footage while in their care and to report any data breaches in line with their school policies
* ensure they are familiar with and abiding by the values outlined in the IDTA safeguarding policy and associated policies regarding filmed material such as the IDTA photography policy.

All teachers should make sure examined dancers, and their parents/ carers are aware of:

* what they do with the recordings
* how they are securely stored and how long they are stored for
* how they will be securely disposed of
* who has access to the recordings and why

This document is applicable to all IDTA staff, members and examiners and must be followed. Failure to safeguard dancers of any age or to protect their personal data will be considered a breach of the IDTA code of conduct.

Questions and queries about safeguarding at the IDTA should be shared with Victoria Race via safeguarding@idta.co.uk

Queries about the exam process or data protection should be sent to info@idta,co.uk

This guidance was written by Victoria Race on the 25/06/25 and will be reviewed annually