



ScotDance USA Data Protection Policy

The ScotDance USA Data Protection Policy applies to all SDUSA members, dancers, dance families and competition organizers.

Online photo and video recordings, which may be stored, are a potential source for abuse and breaches of child protection and data protection.

Photos and videos that are submitted may be posted to a Private Group on Facebook. Photos and videos may also be posted to private YouTube channels or to Games and Dance Association websites so viewing of them during the event can be controlled and videos can be removed after the event.

- For the dancer photos and videos that are submitted,
 - A signed consent form must be included.
 - Make sure the background of the photograph or video is suitable.
 - If recording live ensure there is no inappropriate background noise.
 - Consider whether location tags and landmarks are included, as this information can identify where you live if photo or video is taken at home.
 - Do not tag a person without their consent.
- Photos and videos must be erased from the organizer's computer hard drive and Games and Dance Association website within 30 days after the event. This information should be included on the photo and video submission form. This is for data privacy issues.
 - If posting photos or videos online, please check your privacy settings regularly. Without realizing you may be sharing your posts with the general public.
 - Look at your post online as if you are someone else and consider how your actions, photo or video looks to others.

We suggest the following information be included on the consent form that is submitted with the photo or video:

- Include the following text (or something like it) in the "Parent Consent" paragraph before the signature line:

“The foregoing consent is intended to comply with the federal law entitled the *Children’s Online Privacy Protection Act* (COPPA). Parental notification and parental consent must be obtained before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>”

- Include a signature line for the parent to sign.
- Include a signature line for the dance teacher to sign following a statement similar to the following: “I verify that the foregoing information is correct.”

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