

## **The Dance Studio Privacy Policy**

The privacy policy describes what personal data we collect and what we do with that personal data. Personal data is information that can be used to identify you or your child or tell someone something about you or your child. The information which we collect may include your/ your child's name, contact details (and date of birth). We are also required to collect and process information relating to any medical conditions which your child has for health and safety reasons.

### **What personal data do we collect?**

The Dance Studio collects details from the parent/carer regarding the student at time of registration including:

- Child's name, date of birth, home address, academic school and previous dance training
- Name, home/email address and contact number of parent/carer
- Any relevant medical conditions of child (ie. asthma, allergies, etc)

### **Why do we collect this information and how is it used?**

- Child's name, date of birth and dance training information – we collect this information to identify the correct class for the student and eligibility for being entered for exams
- Home address, email address and phone number(s) of Child/Parent/Carer – we collect this information to distribute any necessary correspondence, invoices and other communications relating to The Dance Studio and your child, or to contact you in the case of emergency.
- Details of medical conditions – we collect this information to ensure that we are aware of anything that might put your child at risk and the attention that may be required.

Subject to your consent, we may send you information about Dance Studio events, workshops and summer schools and/or third-party events, workshops and summer schools. You may withdraw your consent to your personal data being used for this purpose at any time by contacting us at [info@thedancestudio.co.uk](mailto:info@thedancestudio.co.uk)

### **Which third parties do we share this information with?**

- If your child is participating in a Dance Studio performance or Festival, the above information will be sent to the relevant Local Authorities/Festival Organisers. This is a requirement of the relevant Local Authorities/Festival Organisers so that they can confirm we are following the correct procedures regarding the Children's performance activities and, where necessary, to issue the necessary licences.
- Child's name and date of birth are forwarded onto the RAD (Royal Academy of Dance) and ISTD (Imperial Society for Teachers of Dancing) when entering candidates for examinations.

### **Who can access this Data?**

- The data we collect is stored securely at The Dance Studio offices and is accessible only by the School Principals and the Office Manager.
- Telephone numbers and email addresses of students/parents/guardians are also kept by the School Principals and Office Manager in case of emergency.

### **If my child leaves the school what happens to my / my child's personal data?**

- When a student leaves the Dance Studio, personal data relating to that pupil will be deleted from the database
- If you require your or your child's information to be erased from the RAD, ISTD or Council's files, please inform the Dance Studio and the Office Manager will ensure that your request is processed in line with the applicable data protection legislation.

### **Online Zoom Classes**

If you have agreed to participate in an online Zoom class that is being recorded the following will apply:

- online recordings may be used for teaching and learning purposes
- recordings will be digitally stored safely in a password protected area
- they will be kept for up to 2 years and may be used for social media or online marketing (subject to your privacy policy instructions)
- after the 2-year period the files will be permanently deleted.