

# Privacy Policy

## Dansworks Dance Academy of Performing Arts CIC Privacy Policy

**This privacy policy was updated December 14, 2022.**

Dansworks Dance Academy of Performing Arts CIC may occasionally make changes to this privacy policy. If any changes are made, the date at the top of the privacy policy will be updated. If any change allows for the wider access to or sharing of data, such changes will only apply to data collected after the date of the updated privacy policy.

Dansworks Dance Academy of Performing Arts CIC is committed to process any personal information it holds only in ways that are fair, transparent and in accordance with the Data Protection Act and its successor the [General Data Protection Regulations](#) (GDPR).

Dansworks Dance Academy of Performing Arts CIC will take care over email addresses which in addition to the GDPR are subject to the [Privacy and Electronic Communication Regulations](#) (PECR).

The legislation sets out various data protection principles. These ensure that personal information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is necessary
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

As data controller, Dale Connearn will process any confidential information given during registration. The data will be stored securely, no longer than necessary and solely for the completion of the performing arts school activities.

### HOW DATA IS USED

#### 1) The Right to be informed: What data is stored?

**We do not store customer credit card details.**

Parent/Guardian name, address, contact details, student name, date of birth, medical information, special educational needs information, emergency contact details, consent to photograph and video for students.

Parent contact details will be used only to email or text message relevant communications pertaining to their child's classes or other activities, invoicing, newsletters containing important information, term dates and information regarding

timetable changes and new classes. Telephone calls may be used as an alternative form of contact for urgent or important information.

Student names, dates of birth, medical information, special educational needs information and emergency contact information are required for health and safety and child and vulnerable adult protection purposes.

Student information including name and date of birth will be provided to the IDTA, RAD & LAMDA examinations boards and any other relevant examinations board should a parent consent to their child taking an examination.

Dansworks Dance Academy of Performing Arts CIC does not store credit card or payment details, nor do we share customer details with any 3rd parties except where there is a legal right or duty to disclose.

Personal data will be retained as required by law and stored securely. It will then be destroyed and deleted securely once a student has ceased classes unless there is a legal requirement for it to be retained.

Dansworks Dance Academy of Performing Arts CIC uses Cookies on its website to collect Google Analytics; this data is anonymous.

## **2) The right of access**

All students, participants and parents have the right to know what personal information is held about them.

Dansworks Dance Academy of Performing Arts CIC tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by asking. Dansworks Dance Academy of Performing Arts CIC will provide response within 1 month. If we do hold information about you, we will:

- give you a description of it.
- tell you why we are holding it.
- tell you who it could be disclosed to.
- let you have a copy of the information in an intelligible form.

## **3) The right to erasure**

All students, participants and parents have the right to withdraw their consent for their personal data to be retained at any time, unless their data is required for financial and tax return purposes for HMRC or any other legal obligations such as medical records or child protection. To withdraw, contact Dale Connearn on 01706 559671 or 07795 165082 or [dale@dansworks.co.uk](mailto:dale@dansworks.co.uk)

*Please be advised, if a parent wishes to withdraw personal information while their child is still enrolled in classes with Dansworks Dance Academy of Performing Arts CIC, this may affect their ability to continue in classes due to health and safety reasons.*

## **4) The right to restrict processing**

All students, participants and parents can object to Dansworks Dance Academy of Performing Arts CIC processing their data. This means that records can be stored

but must not be used in any way, for example for exam submissions, reports or communications.

### **5) The right to data portability**

Dansworks Dance Academy of Performing Arts CIC requires data to be transferred from one IT system to another such as dance associations for examinations. Registers and personal data are held on MyAttendanceTracker.com or an alternative GDPR compliant software and is password protected. In cases where online systems fail, paper registers will be used by teachers and securely shredded once the information on attendance is transferred to the computer system.

### **6) The right to object**

All students, participants, parents, staff and room renters can object to their data being used for certain activities like marketing or research.

### **7) The right not to be subject to automated decision-making including profiling.**

Automated decisions and profiling are used for marketing-based organisations and in some organisations for the purposes of staff recruitment. Dansworks Dance Academy of Performing Arts CIC does not use personal data for such purposes.

## **HOW DANSWORKS DANCE ACADEMY OF PERFORMING ARTS CIC COLLECTS DATA**

Dansworks Dance Academy of Performing Arts CIC uses external services for the purpose of sign up forms, registration forms, class booking and student information, online payments, accounting and newsletters. Dansworks Dance Academy of Performing Arts CIC ensures that all Data Processors used, participate in the E.U – U.S Privacy Shield Framework and comply with the Privacy Shield Principles (<https://www.privacyshield.gov>), are GDPR compliant, or have a processor agreement in place to protect your data. All students, participants and parents have the right to complain to the ICO (Information Commissioner's Office), if they believe there is a problem with how their data is handled.