

Dean Row School of Dancing

Privacy Policy

Dean Row School of Dancing ('We' or 'Us') is fully committed to safeguarding and promoting the well-being of all our students and staff. We respect your privacy and are committed to protecting your personal data. Dean Row School of Dancing are committed to processing personal information in accordance with the General Data Protection Regulations (GDPR).

Purpose of this Privacy Policy

This privacy policy aims to give you information regarding how we collect, process and use your personal data. It is important you read this policy along with our terms and conditions from time to time so you are fully aware of how and why we are using your data.

Contact Details

For the purpose of this policy, Dean Row School of Dancing is the data controller and where applicable the data processor of your information. Our address is 24 Sefton Road, Sale, Manchester M33 7FH and our contact email is deanrowdancing@gmail.com

Changes to the Privacy Policy

We may need to change this policy at any time and where we do this we will notify you by email. It is important that the personal data we hold is up to date and accurate. Please notify us of any changes to your personal data during your time with us.

This policy describes how personal data must be collected, handled and stored to meet our data protection standards and to comply with the law. This policy sets out the basis of

- **What personal data we collect**
- **What we do with your personal data**
- **How we secure your personal data**
- **How you can change or request to remove your personal data**

Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

The legal basis under which we process the information we collect is in order for us to provide the Service outlined in our Terms and Conditions.

What personal data we collect

- Information collected via our online registration form (including parent(s)/guardian(s) name, email address, home address, contact telephone number, student's name, student's date of birth and medical conditions)
- Occasional class photographs/videos where applicable (as per photography/filming consent)
- Safeguarding concerns

To comply with GDPR guidelines, personal data will not be kept for longer than is necessary.

To comply with GDPR we agree to:

- Store any personally identifiable data, recorded on paper, securely in a locked drawer which is behind a locked door
- Store any personally identifiable data, recorded on a computer/device, securely and ensuring it is password protected and encrypted
- Consider the purpose or purposes of why we hold the information and decide whether (and for how long) it needs to be retained
- We will securely delete (or shred any hard copies) of information that are no longer required
- Updating, archiving or securely deleting information every two years

How we use the information collected

- To track students enrolled in classes and on our registers
- To carry out any business essential administrative processes
- To allow you/your child to participate in extras such as exams and performances
- To enable DRSD to provide support to customers and students when requested to do so
- To carry out duties regarding timetables and notify you of any changes to this
- To provide information you have requested or that we feel may be of genuine interest to you. These include updates about the services we offer, promotions and general business information. You have the right to opt out of receiving any promotional information as detailed below under 'Your rights' of the policy

How we secure your personal data

- Any hard copies of data will be kept in a locked drawer and will not be left unattended
- Hard copies will be shredded when no longer required

- Any personal information stored on a USB will be encrypted
- Data that is stored electronically will be kept password protected and encrypted

Your legal rights

You can opt out of any marketing messages at any time by following the links on marketing messages. This will not apply to personal data provided to us as a result of school membership and we will contact you when necessary regarding classes and memberships.

All individuals who are the subject of personal data held by us are entitled to:

- Ask what information the dance school holds about them and why
- Ask how to gain access to it
- Be informed on how to keep up to date
- Informed about how the school is meeting data protection obligations

If you need to contact us regarding data and the privacy policy this should be done via email at deanrowdancing@gmail.com. We will always verify the identity of anyone making a request before handing over any information.