

Data Protection and Privacy Policy- Updated May 2018

1. Purpose

This privacy policy sets out how Dance Trix uses and protects any personal information that you provide us with.

Dance Trix is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you or your child can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Dance Trix may change this policy from time to time by updating this page. You should check this document intermittently to ensure that you are happy with any changes. This policy is effective from May 2018.

2. Definitions

2.1 Data subject- an individual who is the subject of personal data. Students of Dance Trix are considered data subjects.

2.2 Data controller- a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed. Data controllers are Dance Trix teachers or administrators.

2.3 Personal data- data which relates to a living individual who can be identified –

(a) from those data, or

(b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

3. Personal Data We Collect

Upon registration at Dance Trix, we ask all students (data subjects) to complete a printed registration form including personal details such as the below, please note that we have included the reasons that we request this information also.

Name; To identify student

Age; To determine the best class for the student

Address; To identify location and in the case we need to deliver any correspondence

Contact number; In case of emergencies and to communicate class details

Email address; To communicate class details and send e-receipts

Details of any medical conditions or injuries; So we are aware and can prevent injury

Details of previous dance experience; So that we can tailor support to meet this

Preferred method of contact; So we are aware of the best way to contact the individual

Consent for photographs and videos; Opt-in or out of photos in classes and performances and it is stipulated how these will be used and shared

Signature / signature of parent guardian to confirm understanding; To ensure the individual has acknowledged the terms in the form.

Occasionally we also ask for bank account details purely if we need to process a refund.

4. How We Use Personal Data

The primary use of personal data is to contact the dancer or the parent/guardian (data subject) to communicate class details. We also need to collect contact details in case of an emergency.

Aside from this, the personal data we collect is strictly for the information of Dance Trix teachers (data controllers) to support and cater for the learning needs and requirements of the students.

5. How We Share Personal Data

We only share data with other organisations where this is essential.

One example where we are required to do so is when informing the Local Authority of children who are performing in a show or performance in order to obtain a 'Body of Persons Approval'. This involves informing the Local Authority of personal data including the child's name, age and address.

We also provide information on names and ages of candidates to our exam board, the Professional Teachers of Dancing when students are undertaking their dance exams.

We inform and obtain consent prior to sharing data in this way either via the initial registration form or in writing from the dancer / dancer's parent/guardian if under the age of 18.

Your personal data will never be shared to third parties for marketing purposes.

6. How We Store Personal Data

All registration forms are destroyed securely (shredded) upon completion after being scanned in to be stored electronically on our password protected cloud storage. Emails are stored via our email account only and protected by a password. No paper copies of personal information are held.

Personal information is stored for the entire time a student is registered with Dance Trix. Upon leaving Dance Trix classes, details are held for a period of 12 months before being deleted electronically by a data controller.

7. Who has access to this data?

Only Dance Trix teachers and administrators have access to personal information as data controllers. Data controllers coming into contact with personal information will have relevant training on the security, confidentiality and sensitivities surrounding this. In addition to this, all data controllers have full enhanced DBS checks.

8. How to Access and Control Your Personal Data

As a data subject, you can ask to view the personal data that Dance Trix has held about yourself / your child in writing via dancetrix@yahoo.co.uk and we will respond to this request within 40 days. In line with the ICO guidelines, there will be a small nominal fee for this.

If at any point you need to update your personal data (all aspects mentioned in point 3 of this policy) or your data preferences, please contact us on the above email address to stipulate the changes that need to be made in writing.