

Privacy Statement

The Anderson School of Dance is committed to protecting your privacy and this statement sets out how The Anderson School of Dance ('us', 'we', 'our') will use and protect any information that we collect from you (the 'data subject') or that you provide to us.

The Anderson School of Dance is registered with the Information Commissioners Office (ICO) as a data controller. Registration number: ZA335572

The Anderson School of Dance registered office: The studios, Unit 5 Northfield point, Cunliffe drive, Kettering NN16 9QJ

This statement will be reviewed from time to time and may change as a result of that review. This statement is effective from April 2018.

Data we may collect

We may collect or obtain the following information in relation to your studies with us:

- Contact details of both the student and the person with parental responsibilities for the student;
- Information relating to any medical conditions that would be affected by physical exercise;
- Photographs or video images; the students are learning to become performers and during the course of their time with the Anderson School of dance photographs and videos will be taken.
- We may keep a copy of any correspondence that you send us;
- Information relating to dance studies and achievements.

What will we do with the information that we gather?

Your data will only be used for the purposes indicated when the data is submitted or collected.

We will use your data for the following purposes;

- Internal record keeping.
- To fulfil any contractual obligation to provide the services to which you have agreed;
- To contact you to advise you of information relating to the dance tuition, up and coming performances and examination information.
- From time to time we may send you information about new services that we believe may be of interest to you;
- As a reputable and responsible dance school to ensure that we provide an environment in which students can thrive and achieve their full potential;
- To enable us to contact a loved one in the event that a student becomes unwell or requires serious medical attention;
- Images are taken for the purpose of recording performances, celebrating their achievements and demonstrating technique.

- To share our success and news within the business and our wider network. Images may be used to promote the business, through social media.

Disclosure of your data

We will never sell or share your information with a third party for marketing purposes.

We do share your information in the following circumstances;

- Where the student has applied to complete an examination with the Imperial Society of Dance Teachers, we are obliged to provide them with information, to include name and age. There is an optional requirement to provide details of the student's ethnic background.
- Where students or the person with parental responsibilities has consented on their behalf to participate in a dance performance, we are obliged to provide information to the Northamptonshire Child protection scheme to confirm that they are not working more than the permitted hours;
- Where we are legally obliged to disclose or share your personal data in order to comply with any legal obligations, or in order to protect our rights, property, or safety of our employees, our clients or others.

Where we store your data

Hard copies of historical data are held in the Administration filing cabinet, which is locked and has restricted access.

Electronic records are held on a standalone PC with appropriate restricted access and electronic procedures.

Your information will not be transferred outside of the European Economic Area.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, and managerial procedures to safeguard and secure the information we collect.

Retention of data

We will not collect more information than we need to fulfil our stated purposes and will not keep it for longer than is necessary.

Data will be kept for the duration of the student's studies with us until such a time as the agreement to provide dance tuition / services ends. The data will be securely destroyed one-month post termination of services.

Your rights

You have the right to ask us not to process your personal data; any such request must be in writing to Miss Anderson, setting out the grounds relating to your situation. In such circumstances we would consider your request and the legitimate grounds for the processing.

Access to information

You may request details of personal information which we hold about you or the student to whom you have parental responsibilities. Please email Miss Anderson on

info@andersondance.co.uk for a copy of the procedure, or to make such a request.

Accuracy

We will take reasonable steps to ensure the accuracy of the information that we hold. If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible at the address listed below. We will promptly correct any information found to be incorrect.

Right to withdraw your consent

There is legitimate business, and contractual reasons for collating your personal data, however there may be personal data such as photographs taken that we ask for your or the student's (if over the age of 13) consent to use either on our website, social media or in our marketing literature. You have the right to withdraw your consent at any time.

Right to complaint

Whilst we will always treat your information with respect and take all reasonable steps to keep that information safe, if you are concerned about any aspect of the way in which we control or process your data you may contact us using the details below.

This will not affect your right to lodge a complaint with the Information Commissioners Office should you wish to do so.

Contacting us

If you have any questions, comments, information and requests relating to our privacy policy you can contact us via the following;

Email: info@andersondance.co.uk

Telephone: 07711 866346

Address: The studios, Unit 5 Northfield point, Cunliffe drive, Kettering NN16 9QJ