



Inspire Academy of Dance Privacy and Data Policy

Inspire Academy of Dance are committed to protecting your privacy and security. To comply with the approved data protection regulation (GDPR), which comes into effect on 25th May 2018, the dance school, as a data controller, has a legal responsibility to ensure we are putting these regulations into practice. The dance school requires personal data from all our families on enrolment and therefore, we need to ensure your data is processed lawfully, fairly and in a transparent manner in relation to individuals. We need to ensure also that the data we are collecting are for specified, explicit and legitimate purposes and not further processed. Inspire Academy of Dance ARE registered with the ICO (Information Commissioners Office).

This policy will ensure you are aware of what we do with your data from enrolment through to termination.

How does Inspire Academy of Dance collect your information?

- **TRIAL SESSIONS**

Inspire Academy of Dance will initially take a name and phone number from you if you wish to trial any of our classes. We ask for this information so that we can contact you between your first contact and trial session with any necessary information you may need to know. By providing this information you are allowing us to contact you about your trial session before and after. This information is then deleted at the end of the academic term that the trial was booked in. You can opt out of this by just letting us know when this information is initially provided. Your details are not shared with any third party contacts.

- **ONLINE CONTACT**

By contacting us via our online web form or Facebook Messenger, you are giving permission to be contacted by the dance school. We will not share your details.

- **REGISTRATION**

Our online registration form will ask you for personal details; your child's full name, parent/guardian's full name, email address, home postal address, contact number and also any medical information that we may need to be aware of. Your data, through our online form (google docs), is compliant with GDPR. This is then transferred onto our database system, which allows us to run the dance school efficiently.

Who has access to your information?

Your personal data will be processed and managed cautiously and sensitively by the dance school owner and administration assistant. Once your information has been processed, your child's class teacher can access information via a password on our online registers. This purpose is to monitor attendance and allow contact in an emergency.

How does Inspire Academy of Dance use your information?

Inspire Academy of Dance will email you with any details about the dance school. This will include dance school newsletters, show information, exam information and any other aspect of the dance school. You will be emailed and texted if there are any last minute issues such as cancellations or reminders.

How long is your data is stored for?

Your data is stored for the duration that your child dances with our dance school. Once you have terminated we may keep your data on our database as an inactive student for up to two years. You will however, not be contacted.

Third party sharing

Inspire Academy of Dance from time to time will do events where your child's data will need to be shared for example our examinations and shows.

Security

Any paperwork is kept in a locked filing cabinet and any data, which is accessible on a computer, is only accessed via passwords.

Consent, keeping in touch and supporting Inspire Academy of Dance

In order for the dance school to be effective and keep our pupils and their parents informed, staff need access to a variety of your personal details that have been provide by you. We expect that the following use will fall within the 'legitimate interests' category:

- Invoices, which also relate to chasing outstanding fees.
- Newsletters sent four times a year
- Exam information
- Show and performance information
- Where otherwise reasonably necessary for the schools purposes

However, outside of these categories, if you wish to stay in contact in regards to any marketing that the dance school does, such as new classes, holiday camps, open days etc then you will need to 'opt in' via the link on our website. If you do not do this then you will not be contacted.

Your rights

GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Right in relation to automated decision-making and profiling.

If you have any questions, queries or complaints about the above then please do not hesitate to contact me at jo@inspireacademyofdance.co.uk