

TERESA BLEE DANCE

Privacy Policy

Teresa Blee Dance is committed to protecting and respecting your privacy.

This Privacy Notice explains:

1. how, when, and why we collect personal information from people
2. how we use the information
3. how long we keep it
4. the conditions when we may share it with others and
5. how we keep it secure

This privacy notice also tells you about your privacy rights and how the law protects you.

We only use personal information if we have a proper reason to do so.

How do we collect information from you?

We obtain information about you when you

- complete a registration form
- speak to us on the telephone or in person
- use our website

What type of information is collected from you?

The personal information we collect may include:

Parent information

- name
- address
- email address
- telephone
- bank details

Student information

- name
- address
- email address
- date of birth
- telephone number
- medical information
- gender and ethnic origin

- sibling details
- dance experience/previous training
- photography and film consent

How is your information used?

We use your information to:

1. To process your registration and ensure you receive information related to the dance school
2. Deal with entries for an examination with the RAD or ISTD
3. Create and send invoices for classes
4. Share information with police and emergency services, where there are safeguarding concerns or in an emergency situation. This includes the NHS or government regarding health issues or in a pandemic.
5. Seek your views or comments on the services we provide
6. Notify you of changes or confirmation of our services
7. Handle an enquiry or complaint you have made
8. Contact your nominated contact in an emergency situation
9. Treat you in an emergency first aid situation
10. Ensure that relevant discount is applied to your account
11. Create registers to share with teachers and assistants
12. Register you for a performance/event
13. Prove that we have gathered consent from you

What is the lawful basis for processing my information?

The lawful basis for processing your information in these circumstances is explained below

YOUR INFORMATION	CIRCUMSTANCES	LAWFUL BASIS
	Parent Information	
Name, telephone number, address, and email address	To process your registration and ensure you receive information related to the dance school	Contract
Bank details	To take payment for classes and other chargeable product or service pertaining to the school	Contract

YOUR INFORMATION	CIRCUMSTANCES	LAWFUL BASIS
	Student Information	
Name, telephone number, address, email address and date of birth	To process your registration and ensure you receive information related to the dance school	Contract
Medical information	To establish any medical information that teachers should be aware of and treat you in an emergency first aid situation	Consent
Emergency contact name, number and relation to you	Contact your nominated contact in an emergency	Contract
Gender and ethnic origin	Optional information for monitoring purposes	Consent
Sibling details	To ensure relevant discount is given in the event of multiple siblings attending lessons simultaneously	Consent
Dance experience/training	To ensure each student is placed in the correct and appropriate class	Contract
Photography and film consent	For marketing and record of events	Consent

How long is your information kept?

We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We hold your personal information on our systems for only as long as is necessary. Photos and film content will be kept indefinitely but no names will be used.

Who has access to your information?

We do not sell your information to other organisations.

We only pass on the relevant information to the RAD and ISTD for the purposes of entering exams and we only pass on the information that is necessary.

Your choices and individual privacy rights

Under the General Data Protection Regulations 2018 you have the right to review any personal information provided to us at any time. This includes reviewing for correctness, requesting correction of errors, that information cannot be used to contact you, that information be deleted from our records and to opt out of communication.

Access and updating information

The accuracy of your information is important to us. If your contact details change and need to be updated please email or contact us. You have the right to ask for a copy of the information Teresa Blee Dance holds about you. We will respond to you as soon as possible and usually within one calendar month.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take necessary steps to ensure that it's treated securely. All

paper copies of children's records are kept in a locked cabinet. These are shredded once the child has left the school. Registers with children's names, DOB and telephone numbers are kept in locked bags by the relevant teacher and are shredded after 3 years. Names and contact details of those on the waiting list are shredded if the child does not attend or added to the child's file and stored accordingly. Access to the office computer is password protected. Any portable data storage used to store personal data e.g. USB memory sticks is either password protected or encrypted. The school website is protected using HTTPS and SSL technology. Any data provided by you to us will be as secure as it can be.

Use of Cookies on the website

The school website may use cookies but the user has the ability to accept or disable their use.

Links to other websites

Our website may contain links to other websites. This privacy notice applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practises of other sites even if you access them using links from our website.