

## [SOUTH MANCHESTER DANCE SCHOOL DATA PROTECTION POLICY]

### **SOUTH MANCHESTER DANCE SCHOOL DATA PROTECTION AND PRIVACY POLICY**

South Manchester Dance School is committed to protecting and respecting your privacy.

This Privacy Notice explains:

- how, when and why we collect personal information
- how we use the information
- how long we keep it
- when and how we may share it with others
- how we keep it secure, and
- your privacy rights and how the law protects you

We only use personal information if we have an appropriate reason (lawful basis) to do so and this includes sharing information with the following societies with whom pupils take dance examinations. Royal Academy of Dance and the International Society for Teachers of Dance

#### **1/. We may obtain information about you when you:**

- complete a paper application form registering for classes or for examinations
- speak to us on the telephone or in person
- email us
- visit our website
- make a payment
- make a booking for an event such as a class, examination, show or workshop
- sign up to regular classes

#### **2/. The personal information we collect may include:**

- your name
- your child's name and date of birth/age
- gender
- your home address
- your email address
- your telephone and mobile number/numbers
- your child's school
- your business name and address on rare occasions
- emergency contact name, number and relation to you
- IP (internet protocol) address

## [SOUTH MANCHESTER DANCE SCHOOL DATA PROTECTION POLICY]

### **3/. We use your information to:**

- process an invoice for classes subscribed to
- process an order for uniform items
- process a payment for examinations
- process entries for competitions and bursaries
- seek your views or comments on the services we provide
- notify you of changes to our services
- send you communications concerning South Manchester Dance School, news and information or services, events, and activities
- handle an enquiry or complaint you have made
- invite you to attend an event.
- to contact you in an emergency situation.

### **4/. How long we keep this information.**

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, for example, all financial records are held for 7 years. In other areas of the business we hold your personal information on our systems, only for only as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.

### **5/. WHO HAS ACCESS TO YOUR INFORMATION?**

---

We **DO NOT** sell or rent your information to other organisations.

We **DO NOT** buy or rent information from other organisations.

We **DO NOT** pass your information to third party service providers, agents, subcontractors or other associated organisations.

Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. In all other instances, we would only share your information with another party, if you have given your explicit permission to do so.