



## Privacy Policy

**This Privacy Policy applies to the Pat Steel School of Dance**

**Registered Address: 42a Packhorse Road**

**Gerrards Cross**

**Bucks SL9 8EB**

**Branches of the school are:**

- Magnet Leisure Centre, Maidenhead
- Beacon Centre, Holtspur, Beaconsfield
- Berkshire College of Agriculture, Burchetts Green

### Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and used in line with your expectations.

This privacy notice is to inform you what personal data we collect, why we collect it, how we use it and how we protect it.

### What personal data do we collect?

We collect personal data about you and your child to provide teaching that is tailored to meet your child's individual needs.

Personal details that we collect about **your child** include:

- Your child's name, date of birth, address including post code, health and medical needs, development needs and any special educational needs.
- Ethnic origin is also collected by some examining boards with whom we have a third party agreement

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

Personal details that we collect about **you** include:

- Your name, home address including postcode, phone numbers, e-mail address, emergency contact details and family details.

It is particularly important to make us aware of any court orders pertaining to your child, or if parental/guardianship responsibility differs from your registration contract.

This information will be collected from you directly on the registration contract between you and the school at enrolment.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide dance tuition. This includes using your data to:

- Contact you in case of an emergency
- Support your child's well being and development
- Manage any special educational health or medical needs of your child whilst at Bucks School of Dance
- Carry out regular assessment of your child's progress and identify any areas of concern
- Maintain contact with you about your child's progress and respond to any questions you may have
- Keep you updated with information about our services
- Send invoices for tuition
- Carry out fundraising
- Enter your children for examinations
- Fulfil the licencing requirements required for performance events
- Maintain our own accounts and records

With your consent, we will also record your child's examination results to show their development and progression through the school.

With your consent, we may film or photograph your child's classes for their own feedback, marketing purposes and social media. Please refer to our Photography Policy to check how to opt out of certain aspects of sharing images.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. Please refer to our Safeguarding Policy for full details.

### **Who we share your data with**

In order for us to deliver the best service we can, we will also share your data as required with the following category of recipients:

- Teaching staff
- Administrative staff
- Examining boards – Royal Academy of Dance, National Association of Teachers of Dance & Imperial Society of Teachers of Dance
- Local Authority responsible for Children's Performance Licencing
- Competition Organisers for competing teams
- Event management teams for performing groups
- Theatreplus and KSA Dancecamps

We will also share your data:

- If we are legally required to do so, for example by law or by a court.
- To enforce or apply the terms and conditions of your registration contract with us
- To protect your child and other children; for example by sharing information with the police or social care
- If it is necessary to protect our rights, property or safety
- If the ownership of the school was transferred in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way

## Why we may contact you

We will only contact you for legitimate reasons. These include:

- Invoices for classes/services
- Newsletters
- Dance related opportunities
- Performance Information
- Educational Development
- Examination entries and results
- Holiday courses

## We will never share your data with any other organisation to use for their own purposes

## How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, and misused in a number of ways:

- By storing any printed versions of your information in fire-proofed locked cupboards at the registered offices
- By storing electronically on password-protected computers and phones only
- By storing in cloud based servers (Thinksmart) which are hosted in a UK data centre
- By making staff aware of their responsibility of keeping class registers /sensitive data on their persons and not left unattended

## How long do we retain your data?

- Examination, achievement and festival results are kept indefinitely for our own statistical analysis and for assessing our teachers and students progression. But children's names will not be visible against the data
- Personal data will be kept for one year after leaving the school
- Medication, safeguarding and accident records are kept in line with legal requirements
- Records of invoices will be kept for 7 years in line with UK tax laws.
- This table explains the basics at a glance:

Data	Purpose	Legal Basis	Retention
Your phone number	Emergency contact	Legitimate Interest	Until child leaves the school
Childs SEN	Provide appropriate support	Vital Interest	Until child leaves the school
Your home address	Send invoices	Contractual	Until child leaves the school
Accident records	Historical evidence	Legitimate Interest	in line with legal requirements
Invoices	Accounting requirement	Legitimate Interest	7 years

In some instances (child protection or other support service referrals) we are obliged to keep your data for longer if its is necessary to comply with legal requirements.

## **Your rights with respect to your data**

You have the right to:

- Request access, amend or correct your/your child's personal data
- Request that we delete or stop processing your/your child's data
- Request data portability – either transferring to you or another person
- Be informed (the purpose of this Privacy Policy)

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice or how we handle your data please contact the Data Protection officer.

## **How to complain**

We strive to meet the highest standards when collecting and using personal information. Complaints are taken very seriously, and data subjects are encouraged to bring any issues to our attention.

To do this either e-mail or write to:

The Data Manager

86 Holtspur Top lane

Beaconsfield

Bucks HP9 1BW

E-mail: [admin@patsteelschoolofdance.co.uk](mailto:admin@patsteelschoolofdance.co.uk)

The supervisory authority in the UK for data protection matters is the Information Commissioner's Office (ICO). If you think your data protection rights have been abused or breached in any way by us, you are able to make a complaint to the ICO at <https://ico.org.uk/concerns/>.

Or by post, telephone or email:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Telephone: 0303 123 1113 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk).

*We will update this notice from time to time: to be sure you are reading the latest version please check its creation date*

PSSoD PPv3 23/05/18