



## **Desire2Dance Privacy Policy**

(updated 12/05/2018)

The privacy of your personal information is very important to Desire2Dance and we are committed to protecting your privacy on and offline. We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information. This policy explains how we collect information, what we do with it and what controls you have, it also covers the information you provide to us offline and through our website.

### **WHAT DATA DO WE COLLECT AND HOW DO WE USE IT?**

Website/Email: When you make an enquiry through our website or email, we ask that you submit information such as your name and contact details as well as your child's age, this is so that we can provide you with services and respond to your email/enquiry form requests. You are under no obligation to provide such information however if you should choose to withhold requested information we may not be able to contact you.

We will use the information you provide to us to arrange services requested by you and respond to any enquiry. We will use the email address/phone number you provide us with to contact you. Once we have responded to your enquiry your email address may be kept on our system to ensure that we can contact you if the need arises in the future although we will not contact you with news, events, workshops etc unless you opted for this within your initial enquiry.

Offline: When you register for classes at Desire2Dance we collect contact information such as parent/guardian names, addresses, phone numbers, emergency contacts, email address alongside student information such as student names, birthdays, medical conditions/allergies and your comments through an enrolment form. This information is needed to manage studio business, including invoicing, examination details etc and under no circumstances apart from those stated in this policy will we share your information with any third parties whatsoever unless you have asked us to or we have otherwise agreed this with you first.

### **WHO HAS ACCESS TO MY INFORMATION?**

Desire2Dance's Principal and office personnel have access to your personal information which you have supplied. You have the right to ask to view this information at any time.

Your information will not be shared/sold to any third parties unless for a specific use such as started here. If you are a regular student at Desire2Dance then Desire2Dance will only access your personal information and/or share it with the third parties listed below:

- 1) The Imperial Society of Teachers of Dance (ISTD) for examinations.
- 2) Local Councils for show licencing.
- 3) Dance Show programme designers/printers.
- 4) Dance School/Show photographer/videographer.
- 5) Photographs may be shared on social media/online as well as offline, as long as we have signed consent.
- 6) Uniform Providers – Names only for personalised uniform



We have every trust in these parties and understand they all have their own Privacy Policies and high standard regarding privacy. We are not responsible for the privacy practices of these companies. If you have any questions about our Privacy Policy or if you wish to update or remove any of your personal information, please contact the office on [info@desire2dance.org.uk](mailto:info@desire2dance.org.uk)

### **LINKS TO OTHER WEBSITES**

Our website will link to other website and services from time to time. Desire2Dance will always attempt to associate with only the most trustworthy partners who share our high standards regarding privacy. Nevertheless, we are not responsible for the content of and privacy practices of any other companies or websites.

### **WHERE IS MY INFORMATION STORED?**

Email/Online: All personal information which you submit to use via our website or email is stored on a password protected computer located in the United Kingdom. This is necessary in order to process the information and to send the information you have requested.

Offline: All personal information which you provide us with offline is stored in a locked filing cabinet in the United Kingdom and on a password protected computer also stored in the United Kingdom. Enrolment forms are shredded immediately when choosing to leave Desire2Dance. GDPR consent forms will be kept forever in a locked filing cabinet. Teachers carry a register to and from classes, in a lockable wallet. These registers hold each childs name and one emergency contact. Between classes these registers are stored in the lockable filing cabinet.

### **YOUR ACCEPTANCE OF THESE TERMS**

By using the Desire2Dance website, you consent to the collection and use of your information by Desire2Dance as set out in this policy. If we change/update our Privacy Policy in any way we will share an updated version online as well as email this to everyone.

### **YOUR RIGHTS**

You have a legal right to a copy of all the personal information about you held by us. You also have a right to correct any errors in that information. You have a right to ask us to stop sending you direct marketing material at any time even if you have previously asked us to do so or have otherwise agreed to this.

Please contact us with any questions, concerns or comments you have about our Privacy Policy.