

# Aspire Dancesport's Privacy Policy

## Introduction

At Aspire Dancesport we are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws.

This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

For the purpose of GDPR, Aspire Dancesport is the data controller of your information. This means we are responsible for deciding how we hold and use your personal data.

## What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs within the dance school.

Personal details that we collect about your child include:

- \* Your child's name, date of birth, address, health and medical history and any special educational needs.
- \* We will also ask for information about who has parental responsibility for your child.

Personal details that we collect about you include:

- \* Your name, phone numbers, email addresses, any additional emergency contact details.
- \* This information will be collected from you directly in the registration form and from other forms that we may send you from time to time whilst you or your child attends Aspire Dancesport.

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

We use personal data about you/your child to provide dance tuition and fulfil the contractual arrangement you have entered into. This includes using your data to:

- \* contact you in regard to yours or your child's dance training and in case of an emergency;
- \* to provide any relevant support in class with any special educational, health or medical needs;
- \* to maintain contact with you about yours or your child's training, keep you updated with progress and respond to any questions you may have;
- \* to keep you updated with information about our service, and any events and activities we are offering to you or your child, often in the form of a news letter.

## Pictures and Videos

With your consent, we often take pictures & videos both in class and at school events and activities.

- \*We use these to show pupils their work back, so they can progress further with their training.
- \*We may also use pictures and videos on our social media pages and may be used for promotional material.
- \*When posting on social media yours or your child's first name and event/activity may be placed with the picture. We will never post yours or your child's full name or date of birth.
- \*You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing. If you withdraw your consent for photos we may blur or disguise the pupil's face in group photos.

## Who we share your data with

We will also share your data as required with the following categories of recipients:

- \* External examining boards; ISTD and UKA, we will share full names, date of births any medical / additional needs relevant to dance
- \* Competition organisers, we will share full names and date of births
- \* Teachers and guest coaches, full names, date of births, medical and additional needs and contact details.
- \* When sharing exam timetables, the full timetable will be visible to parents and pupils taking part.
- \* At presentations and award events pupil's full names will be called out.
- \* Our birthday wall, we issue birthday wishes on our social media platforms and notice boards. Only pupil's names are given, and posts are placed at the start of the week and not on individual days. You can opt out of this at any time by putting this in writing to us.

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 contract with us;
- \* to protect your child and other children; for example, by sharing information with social care, your child's school, the police;
- \* it is necessary to protect our rights, property or safety;

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

How do we protect your data?

We take security of your personal data seriously. We have internal policies and strict controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

Where do we store your data?

All data you provide to us is stored in on secure servers all of which are GDPR compliant. We may also store data in paper files within a secure filing system

How long do we retain your data?

We retain yours and/or your child's personal data until a month after the arranged leaving date or until all balances are settled. For Adult course dancers we will retain your information for 3 months after your last course, after this should you wish to rejoin you will be required to re-register.

Accident records are kept for longer according to legal requirements.

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

- \* request access, amend or correct your/your child's personal data;
- \* request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing;
- \* Unsubscribe to school newsletters, however do remember this is our easiest way of keeping you informed about important information about yours or your child's dance training.

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 us on 07920 015594 or [rachel@aspiredancesport.co.uk](mailto:rachel@aspiredancesport.co.uk)

Changes to this notice

We keep this notice under regular review. Any changes to this notice will be posted at [www.aspiredancesport.co.uk](http://www.aspiredancesport.co.uk) and where appropriate, notified to you by email so that you may be aware of how we use your data at all times.