

MEMBER PRIVACY NOTICE

Date: 19th June 2019

What we need

The McCarthy School of Dance will be a “controller” of the personal information that you provide to us, unless otherwise stated. When you register with us, we will ask you for the following personal information:

- Child’s name, date of birth and any health issues you feel we need to know.
- Parent/Carer’s name, contact telephone number, home address and email address.
- Consent for photographyvideography.

As your membership of the dance school continues we may also gather the following personal information:

- Photocopy of passport/birth certificate (Competitive Squad members only).
- Bank account details.
- Records of interactions with us such as emails or other correspondence.
- Records of class attendance.
- Images in video and/or photographic form.
- Records of participation in annual dance examinations which include name and date of birth of participants.

Section A - Pupils and Parents / Carers

Why we need your personal information – contractual and vital purposes

We need to collect personal information from you so that we can process your enrolment and manage your ongoing membership of the dance school. We will use this personal information to:

- Send you membership communications by post or email in relation to essential membership services; including but not limited to, class information, payment of fees, timetable changes, term dates, upcoming events and reminders.
- Contact you during class times if your child is unwell or needs to be collected from class.
- Process refunds as required.

If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- Promote and encourage participation in dance activities such as annual dance examinations and shows.
- Process entries to dance competitions.

- Respond to and communicate with members regarding your questions, comments, support needs or complaints. We will use your personal information where necessary to investigate your complaint.
- Promote our dance school.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on themccarthyschoolofdance@yahoo.co.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

We share personal information with the following parties:

- Any party requested/approved by you.
- The British Association of Teachers of Dancing.
- Competition organisers.
- 'Mail Chimp' emailing service.
- Banking services.
- Promotional services such as printing companies, newspapers, website and social media (photographs and/or video footage).

Section B - How we protect your personal information

Your personal information is stored on our electronic filing system which is accessed by our staff for the purposes set out above. Password protection is in place. Where paper copies of documents are required to be retained, these are kept in lockable storage.

Emergency contact details are available to staff at all classes.

Section C - How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Membership of the dance school is reviewed annually in order to produce accurate class registers. Unless you ask us not to, we will delete your registration details and email address from our systems at this stage if your child has stopped attending classes.

Records of examination results will be kept for six years.

Section D - Your rights

You can exercise any of the following rights by writing to us at themccarthyschoolofdance@yahoo.co.uk.

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a “subject access request.”
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information.
- You have a right to request that we restrict the processing of your personal information for specific purposes
- If you wish us to delete your personal information, you may request that we do so.

If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk

TYPE PERSONAL NAME