

# *The Elizabeth School of Dancing*

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## Elizabeth School of Dance Privacy and Data Protection Statement

(for the purposes of this policy, the Elizabeth School of Dance shall be referred to as “we”)

The Data protection Act 1998 and the General Data Protection Regulation (GDPR) 2018 outlines protection principles for the collection of personal information, and for how that personal information is used and stored. Personal information is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. We are committed to respecting and protecting the privacy of our students, their families and any persons accessing our website. This Privacy Statement applies to the information you provide us offline or via our website.

### **What information do we collect?**

When enrolling on a class, we will collect personal information such as:

- Name
- Address
- Date of Birth
- Contact numbers
- Medical conditions

This information is required to manage Dance school business, such as students classes and will not be sold or shared to any other party (except where outlined below)

### **Who has access to my information?**

The class tutor and School principle will have access to this information, this will be stored and held securely on a computer based in the UK.

We will only access or share this information for the following purposes:

- (i) as needed for Dance school business (exam entries for example)
- (ii) If required to do so by law to comply with legal process
- (iii) to protect the rights, property or personal safety of the public.

We do not have any links on our website and information submitted via the contact form is managed in a secure and protected way. No personal information is stored when browsing our website. Information submitted on our website will not be shared or sold with any others.

Other key points:

- We will only store and hold personal information for as long as it is required
- We give you options about how we communicate with you
- You are able to opt out of email communication at any time
- We take steps to ensure personal information is correct and up to date
- You have the right to a subject access request (seeing what information is held about you)
- We cannot be held responsible for breach of personal information that you may disclose via our social media site, please exercise caution when posting sensitive information here

*Principal: Elizabeth Barrow*