



E: hannah@testvalleydance.co.uk T: 07709 868 821 W: www.testvalleydance.co.uk

Data Protection Policy for GDPR Compliance

PRIVACY POLICY

At The Test Valley School of Dance we're committed to protecting and respecting your privacy in compliance with the General Data Protection Regulation (GDPR).

Our privacy policy explains when and why we collect personal information about people who visit our website, how we use that information, the conditions under which we may disclose information to others with your consent and how we keep information secure.

We may change our privacy policy from time to time so please check this page periodically to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this policy

Any questions regarding this Policy and our privacy practices should be sent by email hannah@testvalleydance.co.uk or you can telephone: 07709 868 821.

WHO ARE WE?

The Test Valley School of Dance. We provide services relating to supplying dance training.

HOW DO WE COLLECT INFORMATION ABOUT YOU?

We obtain information about you when you use our website contact form, send us an email, call us on the telephone or send us information through the post.

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

The personal information we collect might include your name, address, email address, telephone number and other information that you consent to provide on our website contact form.

WHAT INFORMATION DO WE HOLD AND WHY?

The Test Valley School of Dance requests personal details from the student and / or parent/guardian at time of enrolment.

Dates of birth are taken to identify the correct class for the student, for examination registration and for Dance Festival Entries.

Contact details for the parent / guardian such as address, email address and phone numbers are taken for necessary correspondence.

We ask to be notified of any medical conditions to ensure there is nothing in our general class practice that would physically or mentally put your child at risk.

For Dance School shows we may also collect your address, post code and your child's school, in order for the relevant councils to certify we are following the correct rules with regards to The children and Young Person Acts 1933 & 1963 and The Children (Performance and Activities) (England) Regulations 2014. In addition, student names are used in programs which are only handed out to students and on DVD credits which are only available to parents of The School.

WHO CAN ACCESS THIS DATA

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.



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The information is kept and stored by The Test Valley School of Dances Protection Officer (School Principle Hannah Harrison) in a secure online software database accessible only by the officer and authorised teaching staff.

Any paper forms in use are stored securely inside a locked building.

Pupils name and date of birth are forwarded onto the RAD (Royal Academy of Dance) and ISTD (The Imperial Society of Teachers' of Dance) and other affiliated dance examination boards for use when entering candidates for examinations.

Personal Data is recorded and stored on GDPR Compliant Dance School Database Software

IF I LEAVE THE SCHOOL WHAT HAPPENS TO MY DATA?

When a pupil leaves the school The data Protection officer will delete the student/carer's details from the database and shred any relevant hard copy paperwork.

In line with the GDPR giving all students, parents and Carers the "The Right to be Forgotten," If you require your information to be erased from the RAD, ISTD or Councils files, please inform the School and the Data Protection Officer will ensure that this is processed within the allotted time frame.

SECURITY PRECAUTIONS IN PLACE TO PROTECT THE LOSS, MISUSE OR ALTERATION OF YOUR INFORMATION

When you give us personal information, we take steps to ensure that it's treated securely. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we take great care to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

ANY QUESTIONS?

If you have a question, of any type, about the testvalleydance.co.uk website or privacy policy or the use to which we put information we gather, please e-mail hannah@testvalleydance.co.uk.

We welcome your views about the website and our Privacy Policy. You can contact us with any queries, complaints or comments.

HOW TO CONTACT THE TEST VALLEY SCHOOL OF DANCE

Email: hannah@testvalleydance.co.uk

Telephone: 07709 868 821

Review of these policies: The Test Valley School of Dance keep this policy under regular review.

This Policy was last updated in May 2018.