

Aspirations School of Dance Privacy Policy

GDPR

- GDPR is the European privacy law designed to protect you and give you control of your data
- The purpose of GDPR is to have the same data protection laws across all EU member states and to give its citizens more control over how and when their data is used.
- Although the GDPR is an EU regulation, any company that markets goods or services to EU residents, regardless of its location, is subject to the regulation.
- Aspirations School of Dance has been registered with the Information Commissioners Office since 11/04/18
- **Name: Mrs A J Lines Registration Ref: A8280387**

Our commitment

- We take special precautions with your sensitive personal data
- We will process your data lawfully and as described
- We will only process the data we need for as long as we need
- We respect all your rights under GDPR
- We will never sell, share or otherwise abuse your data
- We have taken precautions to protect your data
- You can contact us anytime to change your preferences.

What data do we collect?

So that we can provide you with services and respond to your email/enquiries, we ask you to submit information such as your name and contact details. 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.

How is the information used?

We will use the information you provide to us to communicate with you regarding but not limited to the following:- dance classes, dance school newsletters, workshops, future events, examinations, invoices, class changes and important information appertaining to the daily running of Aspirations School of Dance. If you have e-mailed us we will use your e-mail address to respond, this may also include mobile text messaging or a telephone call. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information.

With whom else is the information shared?

- Dance associations for examinations
- For performance BOPA licences
- We may disclose personal information if required to do so by law or if we believe that such action is necessary to protect and defend the rights, property or personal safety of Aspirations School of Dance, Aspirations School of Dance's website or its visitors.
- Our website may contain links to other websites. Aspirations School of Dance is not responsible for the privacy policies or the content of such web sites.

Security

Aspirations School of Dance places a great importance on the security of all personally identifiable information associated with our contacts and consequently we take reasonable precautions to protect against the loss, misuse and alteration of contact data under our control.

Where is the information stored

All paper copies of enrolment forms/registers are kept securely. You have the right to request deletion of your data where *there is no compelling reason* for its continued use.

If a pupil leaves the school your data will be deleted after 1 year providing all contractual terms of your agreement with us have been met. In the event of a dispute, your data will be held for a period of 3 years after resolution. If resolution cannot be met then your data will be held for a period of 10 years.

All photocopies of examination reports and certificates will be held indefinitely as these are necessary for the schools records and may at any point be required by the registered societies.

Your acceptance of these terms

By using Aspirations School of Dance's website and completing our enrolment form, you consent to the collection and use of your information by Aspirations School of Dance as set out in this privacy policy. If we change our privacy policy in any way, we will notify you of these changes.

Your rights

You have a legal right to a copy of all the personal information about you held by us and also have a right to correct any errors in that information.

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