

Privacy Policy

Data Protection (GDPR)

Date Adopted:

Date of last review:

**To be reviewed next before/
on:**

03/09/2017

05/05/2023

23/08/2024

Allure School of Dance is committed to ensuring the data processed by our school remains safe and secure.

This policy has been written in line with legislative change, including both the Data Protection Act (1998) and the EU's General Data Protection Regulation (GDPR).

While Allure School of Dance avoids sharing data with third parties at most times, some data is shared in accordance with our business practices. The sharing of data with third parties will always be consensual with the data subject and/or their parent/guardian, and only if Allure School of Dance is satisfied that their Data Protection policy is GDPR compliant.

The following policy is based on the below principles:

The GDPR includes the following rights for individuals:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling

You may contact Allure School of Dance at any time regarding any queries/requests with the data we hold. Allure School of Dance will ensure that we respond to a GDPR request without undue delay and within one month of receipt.

General Principles

Allure School of Dance is committed to providing fair and understandable privacy policies in relation to personal data.

Allure School of Dance will, at all times, keep data in secure locations (including, but not limited to, encrypted and access restricted files) and not retain data unnecessarily or past the retention length as set out in this policy.

Participants and Customers

How Allure School of Dance collects personal data:

Allure School of Dance customers and participants supply their personal data when signing up for classes through our registration form.

This is either completed by a parent/guardian or the child themselves if they deemed able to do so.

Personal data may also come to us unsolicited via enquiries through our website and to our generic email account.

Why Allure School of Dance collects personal data:

To attend any of Allure School of Dance's activities, participants/parents/guardians must agree to some processing of their personal data.

Our participants must remain safe at all times, therefore information about participants must be collected in order to create registers and accurate student records. This information is also used to provide students with appropriate classes, including dividing students into age groups.

As physical activity providers it is essential that this data is provided should a participant have any medical/disability needs. This allows us to incorporate participants safely into classes.

What data we collect:

Personal data and some special category is collected.

It is essential to our primary function (providing classes to participants) that we are provided, and allowed to process and store the following:

Participant Personal Data:

- Full Name
- Date of Birth
- Home Address
- Gender
- Permission to go home alone
- School/Educational Institution

Participant Special Category Data:

- Medical Information/History
- Disability Information

Parent/Guardian Personal Data:

- Name
- Address
- Email Address
- Mobile Telephone Number
- Work/Home Number
- Emergency Contact Numbers

Storage/Retention of data:

Data received through enrolment forms is uploaded manually into our database software. Our database is stored both in encrypted files on office-based hardware. Access to these files is restricted through password protection and only available to authorised staff members.

Registers and emergency contact lists created from student data are stored in encrypted files on office-based hardware. Access to these files is restricted through password protection and only available to authorised staff members.

Photos/Videos of Participants

Allure School of Dance often use footage/photos used from shows, performances and classes for marketing purposes both in print media and the website. Participants/their Parent and/or Guardians may choose if they do not wish themselves/their child to be depicted.

If Allure allows, some attendees at events may film/take photos for their own personal use (e.g. parents of other participants). These photos are not to be shared on social media if they feature another person's child.

Social Media:

Allure School of Dance regularly share photos/videos of students in class, workshops, events and performances through social media platforms including; Instagram, Facebook, and email. There may be times when we share names, but only with the explicit consent of the parents. Parents can also opt out of their child's photo appearing on social media.

Data Breaches

If Allure School of Dance experiences a data breach of any kind, we will inform all the victims of the data breach as soon as possible. Allure School of Dance will store and record all data breaches.