

DANCE Generation GDPR

Introduction

Dance Generation is committed to ensuring that any personal data we hold about you or your child is protected in accordance with data protection laws.

This notice explains what personal data Dance Generation collects, why Dance Generation collects it, how Dance Generation uses it and how Dance Generation protects it.

What personal data does Dance Generation collect?

Dance Generation collects personal data about you and your child to provide care and learning at our dance classes.

Personal details that we collect about your child include:

- you/your child's name
- date of birth
- home address
- school attended
- any health or medical issues and/or any special educational needs
- information about who has parental responsibility for your child
- emergency contact numbers in case of accident etc

Personal details that we collect about you include:

- your name
- home address
- phone number & emergency contact details
- email address

This information will be collected from you via our Registration Form.

Why Dance Generation collects this information and the legal basis for handling your data

Dance Generation uses personal data about you and/or your child, so that we can provide a safe learning environment when you or your child are attending one of our dance classes. This also includes any performance opportunities.

We use your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to keep you updated with information about our dance classes
- to maintain our financial accounts and records
- to provide news and information about events, activities and other services

With your consent, Dance Generation may also record your child's activities for their individual learning and publicity. This can include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

Dance Generation have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

Who Dance Generation shares your data with

In order for Dance Generation to deliver childcare services we will also share your data as required with the following categories of recipients:

- banking services to process any direct debit payments (as applicable)

Dance Generation will also share your data if:

- we are legally required to do so, for example, by law
- to enforce or apply the terms and conditions of your contract with us
- to protect your child and other children; for example by sharing information with social care or the police
- where it may be necessary to protect ours or others rights, property or safety

Dance Generation will never share your data with any other organisation to use for their own purposes.

How does Dance Generation protect your data?

Dance Generation protects unauthorised access to your personal data and prevents it from being lost, accidentally destroyed, misused, or disclosed.

How long does Dance Generation retain your data?

Dance Generation retains you/your child's personal data for up to 3 years after you/your child no longer uses [my/our] services.

Medication records and accident reports are kept for longer according to legal requirements. In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

Automated decision-making

Dance Generation does not make any decisions about you or your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of the above at any time or if you have any questions, comments or concerns about this privacy notice, or how Dance Generation handles your data please contact Dance Generation.

If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with Dance Generation, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk

Changes to this notice

Dance Generation will keep this notice under regular review. You will be notified of any changes where appropriate.

May 2018

Dance Generation

www.dancegeneration.co.uk