

ARMLEY DANCE STUDIOS

CONFIDENTIALITY AND DATA PROTECTION

INCORPORATING:

- The Data Protection Act 1998 (UK)
- The European Union General Data Protection Regulation (EUGDPR)

ABOUT THE DATA PROTECTION ACT 1998 (UK)

The Data Protection Act 1998 came into force on 1 March 200 and the full provisions of the Act came into force on 24th October 2001.

ABOUT EU GDPR

On May 25th, 2018 the EU is scheduled to implement the General Data Protection Regulation (GDPR). This regulation is designed to strengthen and unify data protection for all individuals within the EU and addresses the export of personal data outside the EU.

To comply with the new regulations we, (Armley Dance Studios) must inform you of the personal data we hold, why we hold it, who we share it with and where it is stored.

Your explicit permission is required. If you object to us storing some or all of this data please let us know at reception and we can sort this in due course.

Regrettably if you opt out, you may be unable to access some or all of our services.

CONFIDENTIALITY AND DATA PROTECTION POLICY

1. Definitions and Interpretation

In this policy the following terms shall have the following meanings:

Data: means collectively all information you submit to Armley Dance Studios. This definition shall where applicable, incorporate the definitions provided in the Data Protection Act 1998 (UK) and the EU GDPR 2018.

Services: means in person services provided by Armley Dance Studios, such as Dance Tuition, syllabus classes, teachers courses, examinations, performances, digital services(website), and social media management.

User/Visitor/You/Your/Pupil/Student: means any third party that accesses our services & our website and is not employed or contracted by Armley Dance Studios.

Website: means the website www.armleydancestudios.com.

We/Us/Our: means Armley Dance Studios

Staff: means Our Employees and specific contractors, such as regular class teachers and workshop providers.

2. Scope of this Policy

This policy applies only to the actions of Armley Dance Studios and users with respect to services.

3. Data Collected and Held

Armley Dance Studios is committed to ensuring that the collection and processing of personal data is only undertaken in the legitimate operation of our business. We collect and use the following Data for legitimate purposes only and data is not disclosed to any third party unlawfully.

We do NOT collect or store financial information such as credit/debit card numbers.

Without limitation the following may be collected.

Personal Data:

Name/and child/rens name if provided by you

Your &/or your and child/rens date of birth &/or age (if provided by you)

Contact information such as telephone numbers, postal addresses and email addresses (if provided by you)

Your messages (if provided by you)

Your feedback and reviews (if provided by you)

Photos and Videos (if permission is given by you - see in-depth registration form) and photo permission slips

Gender Identity

Invoice Payments

Sensitive Data

Health and medical (such as allergies) or learning support requirements, if provided by you.

We have a duty of care towards you child and confidentiality is of our utmost priority.

4. Our Use of Data – Why We Hold Personal Data

4.1 Armley Dance Studios Data users must comply with the eight Data Protection Principles:

Personal data shall be processed fairly and lawfully.

Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.

Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.

Personal data shall be accurate and where necessary kept up to date.

Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.

Personal data shall be processed in accordance with the rights of data subject under the DPA.

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.

Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

4.1.1 Any personal Data you submit will be retained by Armley Dance Studios.

4.1.2 Data provided by Users will NOT be sold to third parties.

4.2 Unless we are obliged or permitted by law to do so, and subject to Clause 5, your personal Data will NOT be disclosed to third parties.

4.3 All personal Data is stored securely in accordance with the principles of the Data Protection Act 1998. For more details on security see Clause 11 below.

4.4 Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Services. Specifically, Data may be used by us for the following reasons:

4.4.1 internal record keeping;

4.4.2 improvement of our products/services;

4.4.3 transmission by email or post of information regarding your use of Our Services;

4.4.4 transmission by email or post of promotional materials that may be of interest to you;

4.4.5 contact for market research purposes which may be done using email, telephone, or post;

4.4.6 illustrate, customise or update Our Services.

4.5 With your permission, photographs and videos of our Pupils, Students and Service Users are used for illustrative purposes on our website and may be used on our social media channels and marketing materials.

4.5.1 Photographs and videos of Pupils and Service Users under 18 will NOT have their names or other personally-identifiable data attached;

4.5.2 Photographs and videos of Students and Service Users over 18 MAY have their names attached.

5. Sharing Your Data and Third-Party Services

5.1 Armley Dance Studios may, from time to time, employ the services of other parties for dealing with matters that may include, but are not limited to:

5.1.1 Website use;

5.1.2 search engine facilities;

5.1.3 communications and newsletter transmission;

5.1.4 advertising and marketing;

5.1.5 feedback and reviews;

5.1.6 Service use.

Excluding our secure email service provider (if health/medical data is provided by you via email), the providers of such services do NOT have access to sensitive Data provided by Users of Our services.

Third-party providers MAY have access to some personal Data provided by Users of Our services.

5.2 Third-Party providers for in-person Service use include:

5.2.1 Examination Boards:

International Dance Teachers Association

5.2.2 service providers:

Google (email messages; storage of photos, videos, blank forms and marketing files):

Policies;

5.3 We may share personal and sensitive Data with Armley Dance Studios employees and teachers.

6. Confidentiality

6.1 PART-TIME PUPILS UNDER 18:

6.1.1 Subject to Clauses 4, 5 and 3.4, Pupils' personal and sensitive Data are confidential information and will not be shared in full with anyone apart from the Principals, the Administrator and the appropriate teachers.

6.1.2 Subject to Clauses 4 and 5, some personally-identifiable Data may need to be shared, for example, for the purpose of examinations we must share a Pupil's name and date of birth for an Identification Pin Number to be issued.

6.1.3 A register is taken at the start of each class and a record is kept of attendance.

6.1.4 Where applicable, Pupil examination certificates are recorded.

7. Where we store Data

Subject to clauses 4.5 and 3.4 personal Data is kept on a database on our Dance School Laptop and personal, sensitive and confidential information is kept in a secure cabinet and is not available to anyone other than the Principals, the Admin assistant and appropriate teachers.

8. Controlling Use of Your Data

8.1 Wherever you are required to submit Data, you will be given options to restrict our use of that Data. This may include the following:

8.1.1 use of Data for direct marketing purposes;

8.1.2 sharing Data with third parties; and

8.1.3 taking photographs and video footage (see Clause 4).

9. Your Right to Withhold Information

9.1 You may access certain areas of Our Website and some of Our Services (such as our “Drop In” classes) without providing any Data at all. However, to use all features and fully use Our services, you may be required to submit certain Data.

9.2 You may restrict your internet browser’s use of Cookies. For more information see Clause 12 of our Website Privacy and Cookie Policy.

9.3 Your explicit permission is required.

9.3.1 You can opt-in or opt-out via our Registration and form, via your paper or registration form.

9.3.2 You may “opt-out” of providing certain Data. If you opt-out, regrettably, you may be unable to access some or all of Our Services.

9.4 You may request your Data is rectified, restricted, blocked, erased or destroyed.

9.5 You may notify us of any change in Data permissions, for example, you may request photographs and videos to be removed from this Website by contacting our Principals: armleydancestudios@gmail.com

10. Your Right to Access Your Own Data

You have the right to ask for a copy of any of your personal Data held by Armley Dance Studios (where such data is held)

11. Security

11.1 Data security is of great importance to Armley Dance Studios and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected.

11.2 You acknowledge it is impossible to construct “perfect internet security”. We have appropriate security measures in place and many of our third-party providers, such as our email service providers, use encryption.

12. Cookies

Please refer to Clause 12 of our Website Privacy and Cookie Policy.

Policy Updated May 23rd 2018