



Privacy Notice

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Throughout this document we are using Personal Information to mean the same as Personal Data i.e. any single piece or collection of information which can identify an individual.

We are using You or Your to mean the student's or the parent or guardian's information unless stated otherwise.

Introduction

This privacy notice tells you what to expect when A1 Dance collects personal information (data), we are committed to protecting your personal information and providing a safe environment for all our students, employees, casual and freelance workers, volunteers and everybody who comes into contact with A1 Dance, both physically and virtually (online). This Privacy Statement refers to the use of any personal information provided to us online or via inquiries, registration forms, application forms, text, telephone, email, letters or correspondence.

Whenever you provide personal information, we are legally obliged to use the current

Description of A1 Dance data processing.

The following is a broad description of the way A1 Dance / their data controller processes your personal information (data).

Why do we process the information?

We process personal information to keep relevant records, maintain our accounts, to support and manage our students, staff, volunteers and anybody who comes into contact with A1 Dance, both physically and virtually (online). To run tasters, classes, exam sessions, performances, activities, events etc.

We process information to help us promote our goods and services.

We may share with you, relevant articles, hints & tips. And occasionally offers we've seen that you may be interested in e.g. a cute dance gift we've been made aware of or a sale on dance DVDs etc. You can opt in or out of this on emails or text messages.

Social Media

Please note: We are very careful about the type of items we share in our social media groups & pages. If you choose to join or follow any A1 Dance group or page on social media we assume you are happy to see anything we deem relevant to that group or page. It is your choice whether to join or follow any groups or pages & your choice to leave or 'unfollow' to avoid seeing the content.

Please set your own privacy settings accordingly.

What information do we collect?

We collect and process information relevant to the above reasons / purposes. This may include: personal details, family, financial details (staff only). Qualifications, employment & education, details of goods or services provided.

If necessary to protect the individual or people they come into contact with we process sensitive classes of information that may include: physical or mental health details.

Who do we process information about?

We process personal information about our: students, for under 18s their parent / guardian and a secondary or ICE (in case of emergency) contact and if relevant or necessary their families and representatives. For students 18yrs and over their ICE contact and if relevant

or necessary their families or representatives. We process information on or for staff, volunteers, employees, customers and clients, the Exam Board, local council, venues, suppliers and service providers, consultants and other professional experts, complainants and enquirers.

Where is the information stored?

We use a variety of procedures and security measures to help protect your personal information from unauthorised access, use or sharing (disclosure). We store the information you provide on computer systems which have limited access, are password protected and have regularly updated anti-virus software.

Paper copies are stored securely in a locked drawer or cabinet.

Limited information is stored on password protected mobile phones and / or tablets.

We do not retrieve bank details. If you supply bank details e.g. to receive a refund then the details will be deleted once the payment has gone through.

The security measures described above ensure that all reasonable steps are taken to protect your personal information. However, it is the nature of the Internet that an absolute guarantee of security cannot be certain, and, as with all communications over the Internet, you should be aware that there may be a small security risk when sharing (disclosing) information online.

How long will we store the information?

We will only retain information necessary to complete any tasks in accordance with the reasons / purposes mentioned above.

We will endeavour to ensure the information we hold is kept up to date and used only for the reasons / purposes mentioned above.

The retention policy will vary according to the reasons / purposes we hold the information; it may also be reliant on circumstances where we are required to keep the data on the grounds of legal obligation, legitimate interest or contractual purposes (see legal bases at the end of this document).

Who has access to the information?

For the general running of classes, we will need to share some of your information with staff, teachers and the volunteers on reception. They are all required to sign processing agreements to protect the privacy of your personal information.

In addition to the general running of classes; the occasional running of exams, performances, activities or events etc. we may need to share some of your information with staff, teachers and volunteers, examining bodies, the local council and venues. This is kept to the minimum information and only shared on a need to know basis.

If necessary, we share information with: a student's family, associates and representatives. Current, past and prospective employees, volunteers, examining bodies and other educators, local government, central government, suppliers and service providers, debt collection and tracing agencies.

We will not sell or share your personal data to any third parties for marketing purposes.

Sensitive Information

We will not share your sensitive personal information other than to help keep you safe and well while taking part in any activity related to A1 Dance. In the case of a medical situation or emergency we will share any medical (physical or mental health) details we have with the attending medical personnel to aid appropriate treatment.

In the case of a physical or mental condition that would require Reasonable Adjustments in an exam situation we will gain your consent before sharing the details with the relevant Exam Board.

We may need to share some of the personal information we process with these types of organisations for one or more reasons.

Where the sharing of information is necessary we are required to comply with the current General Data Protection Regulation guidelines 2018.

We will not sell your sensitive personal data to any third parties.

Data may be shared with trusted service providers who are authorised to act on A1 Dance's behalf. In these circumstances your data will only be used for the agreed purpose relating to the service that they are providing.

Third Party Websites

We may sometimes share links to websites owned and operated by third parties. These third party websites have their own privacy policies and may use cookies. We strongly recommend you review their policies if you are at all concerned. We do not accept any responsibility or liability for the privacy practices of third party websites and your use of them is at your own risk.

More information on what we collect from whom?

Students

We collect contact details, DOB and medical details. For experienced students we also collect relevant experience and / or qualifications to help us place them at the correct level. Uses include but are not limited to, the administration of registration; the distribution of information, regarding classes, exams, performances, meetings, fees, payments, activities, events, opportunities etc.

When you participate in or sign up to any of A1 Dance tasters, classes, workshops, activities, (such as newsletters, purchases from the online shop etc.) we may collect and store personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number, date of birth, and payment details. By submitting your details, we assume consent to use it for administrative purposes to allow us to provide you with the products or services that you have chosen.

Staff (employees or Freelancers)

As for Students with the addition of: C.V. Experience, qualifications, references, DBS checks, Income tax and National insurance information etc. Payment information.

Volunteers

As for Students with the possible addition of: Experience, qualifications, references, DBS checks etc.

Legal Bases

Legitimate Interest

We may store or use personal data on the grounds of legitimate interest. In wide terms, this means that we can process personal information if we have a genuine and legitimate reason and we are not harming any of your rights and interests.

Contractual

At registration you entered into a contract with A1 Dance agreeing to a number of things including e.g. regular attendance, uniform purchase, payment of fees, agreed notice period etc. Your information may be retained in order for these obligations to be satisfactorily met.

Consent

We ask for consent to take and store photographs and videos. On the consent form you have the option to opt in or out of what you may or may not be happy with us sharing regarding photographs and videos. It is your choice to opt in or out at any time.

During the course of classes, performances, activities and events we sometimes take photographs or videos. These may be used as a training aid, to help with home practice, be for a lovely keepsake or sometimes to share etc.

Opting out for reasons other than identity protection

If you wish to opt out for a reason other than an identity protection issue we politely ask that you consider how opting out will impact on your child as well as the rest of the children and potentially A1 Dance as a whole. E.g. if you say your child may not be filmed in a show, then under GDPR law that means the rest of the children in their class cannot be filmed either.

There are times when your extra consent will be required e.g. signing up to appear in a show, to enter for an exam or take part in an extra class etc. It is always your choice to opt in or out.

Before using these bases, we carefully consider and balance any potential impact on you and your rights.

If there is any breach in our security which we feel will have a negative effect on you we will inform you as soon as possible.

NHS Test & Trace – added August 2020

The following information will be collected, where possible:

- Staff
 - the names of staff who work at A1 Dance
 - a contact phone number for each member of staff
 - the dates and times that staff are at work
- Students & Parents / Guardians
 - the name of the Student
 - the name of the Parent / Guardian
 - a contact phone number
 - date of visit, arrival time and, where possible, departure time

Data Controller for A1 Dance

Please email Elizabeth at info@a1dance.co.uk if you would like to discuss this or any other issue regarding data protection.

For a more in depth list of the above information about data processed by A1 Dance and its usage and storage you may want to see:

A1 Dance Data Processing Details - August 2020

Your Rights

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

The Right to withdraw Consent

You have the right to withdraw consent at any time. The request must be submitted electronically to info@a1dance.co.uk. The request will be also passed to any third party data processors. A1 Dance will remove, destroy or make anonymous all stored data from all systems without undue delay.

If the right to withdraw consent relates to use of images or videos please include as much information and URL Links as possible in order to help with the request.

Thank you for reading.