

## **INTRODUCTION**

Here at Paige Starbuck's School Of Dance we are committed to protecting you and your dependents' personal information. We are committed to providing a safe environment for all our customers, employees, casual and freelance workers and everybody who comes into contact with us, both physically and virtually (online).

This Privacy Statement relates to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information, including the Data Protection Act 1998 and the General Data Protection Regulations.

### **DATA PROTECTION PRINCIPLES**

The legislation sets out various data protection principles. These include that personal information is:

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than is absolutely necessary
- Kept safe and secure
- Not transferred outside the European economic area without adequate protection

### **YOUR RIGHTS**

The legislation conveys various individual rights. These include the following:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

What information does Paige Starbucks School Of Dance have about me?

### **REGISTRATION**

Paige Starbucks School Of Dance will be required to collect certain details from anyone wishing to attend a taster (Free) class or attend classes on a regular basis. In general Paige Starbuck's School Of Dance relies on the individual's consent in order to process their data.

Paige Starbucks `School Of Dance may collect and store personal information about you and your dependents. This can consist of information such as yours and your dependents name, email address, postal address, telephone or mobile number and date of birth, depending on how you or your dependants are engaging with us. By submitting these details, you enable us to provide you and your dependants with the products or services that have been chosen.

### **EMERGENCY NUMBERS**

Paige Starbuck's School Of Dance requires to keep emergency telephone numbers and details of any known relevant allergies/medical conditions of all students attending classes at Paige Starbuck's School Of Dance. This is for the purpose of safeguarding whilst in lessons & during a rehearsal or a performance. This information will be securely destroyed in line with the deletion of data protection principles section. Paige Starbucks School Of Dance may use images resulting from the photography/video filming, and any reproductions or adaptations of the images for

fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. Paige Starbuck's School Of Dance does NOT share your personal information with third parties, unless clearly stated. We do NOT sell your data, and neither do we buy data from third parties.

### **WHAT ARE COOKIES AND HOW DO YOU USE THEM?**

Cookies are text files that websites place on your own computer to store information specific to you. Our website does NOT use cookies.

### **HOW WILL YOU USE MY PERSONAL INFORMATION?**

We will use your personal information for a number of purposes including:

To provide you with information about the products, services and activities we provide and to deal with your requests and enquiries, including complaints.

For "service administration purposes", which means that we may contact you for reasons related to the service or activity you signed up for (e.g., change of details regarding a class you attend, etc.)

To contact you about an application you have made

To process your application for employment and where applicable your employment once appointed

As and when we need to use your personal information for reasons other than the ones specified above, we will ensure that we notify you first. You will be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed above.

### **USE OF DATA PROCESSORS**

Data processors are third parties who provide services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. The following is a list of our main data processors.

### **POSTING**

When sending letters, parcels, publications and purchases we will share your postal address with the delivery service (Normally Royal Mail or Parcel Force).

### **WEBSITE HOSTING**

We use a third party service, [wix.com](http://wix.com) to host our website. [wix.com](http://wix.com) are contractually obliged to treat any information on our private website as confidential and only use such information for the purpose of providing Paige Starbuck's School Of Dance with web hosting.

### **EMAIL DISTRIBUTION**

Paige Starbuck's School Of Dance uses 1&1 IONOS to send out communications and information but will not be undertaking any marketing campaigns using this service. Paige Starbuck's School Of Dance provides 1&1 IONOS with your email address and name, which is required to send you the email communication. No personal information is gathered by 1&1 IONOS other than that which Paige Starbuck's School Of Dance have already provided (email and name). 1&1 IONOS do collect non-personalised information.

### **HOW LONG WILL WE KEEP PERSONAL INFORMATION?**

We keep the information we hold about our customers for as long as is necessary to deliver the services we are providing you with.

### **PAIGE STARBUCK'S SCHOOL OF DANCE MAY CONTACT YOU**

To send you relevant communications for payment of fees and changes to services provided  
In relation to any service or activity you have signed up for in order to ensure that we can deliver  
the services to you In relation to any correspondence we receive from you or any comment or  
complaint you make about our products or services. To send you information you requested when  
you voluntarily contacted us via our website

### **ACCIDENT AND INJURY RECORDS**

These will be kept on file for a suitable amount of years (or until the child reaches 25 years) for  
Child Protection records.

### **CRB/DBS SERVICE**

Our employees, chaperones, casual and freelance workers who comes into contact, both with  
yourself or your dependents physically and virtually (online) are required to provided proof of DBS  
checking certification in order to provide services for Paige Starbuck's School Of Dance. This is be  
obtained individually and submitted to Paige Starbuck's School Of Dance for approval before any  
employee chaperone casual or freelance worker who comes in contact both with yourself or your  
dependents can provide services associated to teaching assisting or chaperoning for Paige  
Starbuck's School Of Dance.

### **CHAPERONES**

Paige Starbuck's School of Dance will collect information on the (licensed chaperones), to include  
their full name, local authority & expiry date of license. Any additional DBS chaperones will be  
required to provide their full name, DBS number and DBS issue date. This information held by  
Paige Starbuck's School Of Dance will also be securely destroyed after being held for as long as  
necessary from the date of the performance or event.

### **HOW WE PROTECT YOUR DATA AND WHERE ITS STORED**

Paige Starbuck's School Of Dance will keep all electronic information confidentially on encrypted  
and/or password protected locations and is only accessible by relevant Paige Starbuck's School Of  
Dance staff who require access in order to undertake their role within the dance school. When  
required, individual documents will have additional passwords or be encrypted. All confidential  
paperwork is kept in a lockable filing cabinet. The security measures described above ensure that  
all reasonable steps are taken to protect your personal information. We can also use a third party  
services such as electronic database softwares to store your information and use it for  
administrative purposes such as timetables, emailing and invoicing customers. However  
, the nature of the Internet means that an absolute guarantee of security cannot be offered, and, as  
with all Internet transactions, you should be aware that there may be a small security risk when  
disclosing information online. The Data Protection Act gives individuals the right to know what  
information is held about them. It provides a framework to ensure that personal information is  
handled properly.

### **GENERAL DATA PROTECTION REGULATION POLICY STATEMENT**

#### **Paige Starbuck's School Of Dance GDPR POLICY**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection  
Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect  
on 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and  
'collected for specified, explicit and legitimate purposes' and that individuals data is not processed  
without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal  
data relating to individuals. Paige Starbuck's School of Dance is committed to protecting the rights  
and freedoms of individuals with respect to the processing of children's, parents, visitors and staff  
personal data. The Data Protection Act gives individuals the right to know what information is held  
about them. It provides a framework to ensure that personal information is handled properly.

### **GENERAL DATA PROTECTION REGULATION POLICY STATEMENT**

#### **1) THE RIGHT TO BE INFORMED**

Paige Starbucks School Of Dance will be required to collect certain details from anyone wishing to attend a taster (Free) class or attend classes on a regular basis. In general Paige Starbuck's School Of Dance relies on the individual's consent in order to process their data. Paige Starbuck's School Of Dance may collect and store personal information about you and your dependents. This can consist of information such as yours and your dependents name, email address, postal address, telephone or mobile number and date of birth, depending on how you or your dependants are engaging with us. Also on some occasions we may collect and store personal information such as date of birth, National Insurance numbers and in other cases, photographic ID such as passport and driver's license, bank details. DBS Numbers and date of issue can also held on electronically on encrypted and/or password protected locations and is only accessible by relevant Paige Starbuck's School Of Dance staff who require access in order to undertake their role within the dance school. Copies of teachers DBS are shared with the respective schools in which the teachers work in for Safeguarding purposes. By submitting these details as stated above, you enable us to provide you and your dependants with the products or services that have been chosen.

## **2) THE RIGHT OF ACCESS**

You have the right to access certain personal information held about you. If you wish to make a Data Subject Access Request, please contact us. Paige Starbuck's School Of Dance can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

## **3) The right to erasure:**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. Paige Starbuck's School Of Dance has a legal duty to keep both child and parent details (as previously stated) for a reasonably time.

## **4) THE RIGHT TO RESTRICT PROCESSING**

**Parents, visitors and staff can object to Paige Starbuck's School Of Dance processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications. LEGAL OBLIGATION**

We may disclose your information to governmental agencies or entities, regulatory authorities, or other persons in line with any applicable law, regulations, court order or official request.

## **How we protect your data and where its stored:**

Paige Starbuck's School Of Dance will keep all electronic information confidentially on encrypted and/or password protected locations and is only accessible by relevant Paige Starbuck's School Of Dance staff who require access in order to undertake their role within the dance school. When required, individual documents will have additional passwords or be encrypted. All confidential paperwork is kept in a lockable filing cabinet. The security measures described above ensure that all reasonable steps are taken to protect your personal information. We can also use a third party services such as electronic database softwares to store your information and use it for administrative purposes such as timetables, emailing and invoicing customers. However, the nature of the Internet means that an absolute guarantee of security cannot be offered, and, as with all Internet transactions, you should be aware that there may be a small security risk when disclosing information online. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

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