Eleanor Moss School of Dance
Email: elliemossdance@gmail.com

PRIVACY POLICY

WHAT INFORMATION DO WE GATHER?

When a student enrols in the dance school we will collect personal information about the student and the customer (the person who is paying the bills and receives information from us), usually a parent or guardian. Information consists of names, date of birth, postal address, contact telephone and mobile numbers, email address, dance experience and any important medical information the school should be aware of regarding the student.

For adult participants attending weekly pay-as-you-go classes we also collect personal information including their name, email address, telephone number and any medical conditions the teacher should be aware of.

When taking pictures of students in class or filming performances, exams or awards the school will ask for parental permission (or student permission if over 18 years of age). Eleanor Moss School of Dance may use the images resulting from the photography/video filming of class or shows, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the school's aims, on receipt of a valid, signed photo/film consent form or agreement. This might include (but not be limited to), the right to use them in their printed or online publicity, social media, press releases and funding applications. The school will not publicly share any identifying photos or videos with photo/filming consent.

Eleanor Moss School of Dance does NOT share your personal information with third parties, unless clearly stated. We do NOT sell your data.

HOW WILL YOU USE MY PERSONAL INFORMATION?

We use your personal information for a few purposes including:

- To deal with your requests, enquires and complaints
- To contact you regarding dance classes, exam related information, class fees and another dance school related business
- To ensure we have a an emergency contact for a student should the need arise
- To provide you with information and invoices

SUPPLIERS / 3RD PARTIES

Dance School Administration - The school collects information in a number of ways, some of which are using 3rd parties. Enrolment or Enquiry information is collected by suppliers with the examples of wix.com , classmanager.com , mailchimp.com and bookwhen.com. In these cases the companies are considered ‘data processors’ not controllers. Eleanor Moss School of Dance remains in control of the data. Your data will not be given to other 3rd parties with the exception of those below. See the end of this policy for web links to Wix, Mailchimp, Bookwhen and Class Manager’s Privacy Policy.

Examinations – With parental permission, some personal information of students will be shared with the Royal Academy of Dance (RAD) in order for students to participate in dance exams, awards and presentations. The RAD’s GDPR/Privacy policy is also linked at the end of this document.

Posting – When sending letters or parcels we will share you postal address with the delivery service (normally royal mail).

HOW LONG WILL WE KEEP PERSONAL INFORMATION?

We keep the information we hold about our students for as long as is necessary to deliver the services we are providing you with. We will then archive your information. If you wish you can request your information to be disposed and we will delete any digital records from electronic devices and destroy any information in physical form.

WHERE IS THE INFORMATION STORED?

Any hard copies of your information are stored in a secure filing cabinet within a secure office. Digital copies (not within admin software) of personal information are kept on password-protected devices. The data controller is the only person who has access to any student's personal information. Digital copies held on administration software (Class Manager) are only accessible by the Principal using password protection.

Eleanor Moss School of Dance stores personal data held visually in photographs or video clips or as sound recordings, on a secure password protected device. No names or other identifying/personal information is stored with images in photo albums or displays.

YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:
Your right of access - You have the right to ask us for copies of your personal information.
Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.
Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at elliemossdance@gmail.com if you wish to make a request.

The ICO (Information Commissioners Office) number for Eleanor Moss School of Dance is: ZA546558

If you have any questions or comments about is privacy policy or GDPR please email elliemossdance@gmail.com .

Web links:
Wix Privacy Policy (see section 6): https://www.wix.com/about/privacy
Mailchimp Privacy Policy: https://mailchimp.com/en-gb/about/security/
Class Manager Privacy Policy: https://classmanager.com/privacy/
Bookwhen GDPR/Privacy Policy: https://bookwhen.com/privacy
Royal Academy of Dance Privacy Policy: https://www.royalacademyofdance.org/privacy-policy/