



1 Harrow Cottage, 20 Horseshoes Lane, Langley, Maidstone, Kent, ME17 1TD
Tel.01622 863777 Mobile. 07866 685525

DATA PROTECTION PRIVACY POLICY: MAY 2018

This privacy policy covers the way in which Let's Dance Uk will collect, use and disclose personal information that the Director, teachers, employees, volunteers, chaperones, parents and other people associated with us may provide.

Let's Dance Uk recognises the importance of privacy and security of personal information and this policy outlines the way in which information is collected and handled. The Dance school strives to comply fully with data protection law applying in England and Wales.

Why the Dance School retains personal data

- Personal data, which is supplied to Lets Dance Uk in writing or electronically by individuals, is retained for the purpose of communicating to parents and carers with information to keep you aware of events and notices in the dance schools year
- Personal data is also retained where there is a need to do so for law or regulatory reasons to ensure safe guarding and health and safety regulations.
- Personal data is shared with the local authority for shows and performances. Consent is sought through our show letters. Kent county council over sees to ensure the Dance school adheres to the child performance rules and regulations.
- Personal contact information is kept in order to send class information, invoices, statements and receipts (for example, term invoice, uniform or show tickets).
- Personal medical information is kept in order to inform relevant staff to ensure the safety and wellbeing of students in their care.
- Personal information is shared with our examining bodies. If you enter your child for exams, we will disclose certain details about your child. These include their name and previous exams they have taken (including scores). If your child needs additional support during their exam (for example because they have a disability), the additional support they need will also be disclosed. You can prevent exam boards (IDTA) from collecting information about your child by not entering them for exams. This will not affect your child's ability to progress through our classes. We do not disclose any of your child's details to exam boards unless you enter them for an exam.
- Dance show videos are for documenting a performance for the purposes of family and friends of the students. You can prevent videos of your child by not entering them for shows. This will not affect your child's ability to progress in class.
- Videos and photos are kept for teaching reference for progression monitoring, choreography, dance start positions and teacher training.



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What personal data is kept by the Dance school

Personal information kept about you and your child includes

- your name
- your address
- your email address
- phone number
- your child's name
- their date of birth
- The date they started classes
- Your child's school
- Medical conditions we should be aware of (for example allergies, disabilities or any medication they might need to take whilst dancing).
- Child's exam information (grade/marks)
- If information in addition to this is retained, the purpose will be made clear and prior consent will be sought unless the purposes are a requirement of legislation or regulation (e.g. Employment, payroll, safeguarding)
- Photos and Videos or practise (for teaching reference)

Where the personal data is stored

- Personal data is stored electronically principally using QuickBooks (a UK cloud hosted, account system. The system is protected via password or fingerprint.
- Personal data stored other than using QuickBooks is stored in a locked filing cabinet or electronic (password or finger print protected laptops, PCs, phones and software) form.

How the personal data is used and shared

- Personal data is used to communicate to Parents and Careers of students
- Information on QuickBooks is used for accounts purposes to send out invoices and receipts
- Information on QuickBooks (contact information) is passed on to a debt guard only when payment is overdue in accordance with our terms and conditions.
- Information is passed on to the local council where needed
- Data is only accessible to those who need to know (e.g. medical information is passed on the chaperones and teachers for Health and safety and safe guarding)
- Information will not be forwarded outside the Dance school unless there is a requirement by law, regulation or public duty, or unless there is prior consent (debt collection via debt guard).
- Every reasonable effort will be made to ensure that personal data is up-to-date and accurate.



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How long personal data will be retained

- Records will be retained by the Dance school for up to 6 years in accordance with government guidelines for a limited company. This is after a student has ceased to be a regular member of the school or for whatever period is dictated by law or regulation (where applicable).

Your rights

- Acceptance of the privacy statement indicates consent for the Lets Dance Uk to retain information as specified.

- Any individual has the right to request what information is stored about them.

Requests should be addressed in writing via our address or email

Letsdanceuk@live.co.uk

- Any individual has a right to refuse consent for their information to be retained by the Dance school, unless such storage is required by law or regulation.