

The logo for Bucks School of Dance features the word "Bucks" in a large, bold, purple font. Above the letters "u" and "c" are decorative, grey, wavy lines that resemble a stylized cloud or a dance flourish. Below "Bucks" is the text "school of dance" in a smaller, grey, sans-serif font.

Bucks

school of dance

Privacy Policy

This Privacy Policy applies to all branches of Bucks School of Dance, namely:

- Bourne End, Cores End URC
- Loudwater, St Peter's Church
- Penn Street, Village Hall and Fitness Function
- Seer Green, Seer Green Baptist Church
- Tylers Green Middle School

Data Protection Officer: Karen Stuart

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide teaching that is tailored to meet your child's individual needs.

Personal details that we collect about **your child** include:

- Your child's name, date of birth, address including post code, health and medical needs, development needs and any special educational needs.
- Ethnic origin is also collected from some examining boards with whom we have a third party agreement

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

Personal details that we collect about **you** include:

- Your name, home address including post code, phone numbers, e-mail address, emergency contact details and family details.

It is particularly important to make us aware of any court orders pertaining to your child, or if parental/guardianship responsibility differs from your registration contract.

This information will be collected from you directly on the registration contract between you and the school at enrolment.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide dance tuition. This includes using your data to:

- Contact you in case of an emergency
- Support your child's well being and development
- Manage any special educational health or medical needs of your child whilst at Bucks School of Dance
- Carry out regular assessment of your child's progress and identify any areas of concern
- Maintain contact with you about your child's progress and respond to any questions you may have
- Keep you updated with information about our services
- Send invoices for tuition
- Carry out fundraising
- Enter your children for examinations
- Fulfil the licencing requirements required for performance events
- Maintain our own accounts and records

With your consent, we will also record your child's examination results to show their development and progression through the school.

With your consent, we may film or photograph your child's classes for their own feedback, marketing purposes and social media. Please refer to our Photography Policy to check how to opt out of certain aspects of sharing images.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. Please refer to our Safeguarding Policy for full details.

Who we share your data with

In order for us to deliver the best service we can, we will also share your data as required with the following category of recipients:

- Teaching staff
- Administrative staff
- Examining boards – Royal Academy of Dance, National Association of Teachers of Dance & Imperial Society of Teachers of Dance
- Local Authority responsible for Children's Performance Licencing
- Competition Organisers for competing teams
- Event management teams for performing groups
- Theatreplus and KSA Dancecamps
- Track and Trace, UK Government

We will also share your data:

- If we are legally required to do so, for example by law or by a court.
- To enforce or apply the terms and conditions of your registration contract with us
- To protect your child and other children; for example by sharing information with the police or social care
- If it is necessary to protect our rights, property or safety

- If the ownership of the school was transferred in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way

Why we may contact you

We will only contact you for legitimate reasons. These include:

- Invoices for classes/services
- Newsletters
- Dance related opportunities
- Performance Information
- Educational Development
- Examination entries and results
- Holiday courses

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, and misused in a number of ways:

- By storing any printed versions of your information in fire-proofed locked cupboards at the registered offices
- By storing electronically on password-protected computers and phones only
- By storing in cloudbased servers (Thinksmart) which are hosted in a UK data centre
- By making staff aware of their responsibility of keeping class registers /sensitive data on their persons and not left unattended

How long do we retain your data?

- Examination, achievement and festival results are kept indefinitely for our own appraisal purposes and for assessing our teachers and students progression.
- Personal data will be kept for one year after leaving the school
- Medication, safeguarding and accident records are kept in line with legal requirements
- Records of invoices will be kept for 7 years in line with UK tax laws.

In some instances (child protection or other support service referrals) we are obliged to keep your data for longer if its is necessary to comply with legal requirements.

Your rights with respect to your data

You have the right to :

- Request access, amend or correct your/your child's personal data
- Request that we delete or stop processing your/your child's data
- Request data portability – either transferring to you or another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice or how we handle your data please contact the Data Protection office. If you continue to be dissatisfied with the way your data is handled after raising your concern with us, you have the right to complain

to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or ico.org.uk

Updated August 2020