**STAPLES DANCE ACADEMY DATA PROTECTION POLICY**

**Information we collect**

**Emailing us or enquiring about a class**

If you email us, use the contact form or book a class, you will share with us certain information. This will include your email address and could also include your name, your child's name, their date of birth and any other details you tell us within the message. Only key members of our staff can read these messages and we will only use the details you provide to enable us to fulfill your request (for example, giving you details about a suitable class).

**Registering your child**

If you register your child for our classes, we will collect personal information about you and your child. This will include your name, your address, your email address and phone number as well as your child's name, their date of birth, gender and the date they started classes. You may also tell us about any previous dance experience your child has, any exams they have taken and if they have any needs or conditions we should be aware of (for example allergies, disabilities or any medication they might need to take whilst dancing). With these details we will also store a record of exams your child takes with us, invoices we issue (including when and how they were paid) and any items you order from us (for example uniform, costumes and show tickets). We store this information securely within the EU and only key members of staff have access to it. We use the information to provide our services to you, keep you informed, and help us tailor our services better to the needs of our customers. Certain relevant details will be shared with our dance teachers to allow them to provide relevant and inclusive classes.

**RAD and ISTD**

The RAD and ISTD are our examining body. If you enter your child for exams, we will disclose certain details about your child. These include their name and previous exams (including scores), they have taken. 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 RAD and ISTD collecting information about your child by not entering them for exams. We do not disclose any of your child's details to RAD and ISTD unless you enter them for an exam.

**Disclosing your details to others**

Your personal details are your property. We disclose your details as described above and if you take part in any dance festivals or competitions your child’s name, DOB and dance category will be shared with the festival providers. Those children who take part in any dance shows will be required to comply with the Children in Entertainment licencing laws which will require parents of the children involved to provide their child’s name, DOB, address and school they attend. If the child requires a full licence they will also need to provide two passport photographs and a copy of either their birth certificate or passport. The children who are involved in the show each year are photographed for identification purposes for the chaperones in charge, once the show is completed these photographs are deleted. This information is sent directly to the Local Authority and no information is retained by the dance school once the show is completed. Apart from the instances listed above, we do not disclose your details to anyone. There is a possibility we could be obliged by law to disclose information about you. This is highly unlikely as we hold very little personal information. We would only disclose the bare minimum to comply.

**Questions, requests and updates**

If you have any questions about how your data is used, need to update any of it or would like a copy of the data we hold on you, please contact us.

Date: 23/02/2018

Review : Jan 2019