



PRIVACY POLICY

Dance Warehouse is committed to protecting and respecting your privacy.

This Privacy Policy explains:

- How, when and why we collect personal information
- How we use the information
- How long we keep it
- When and how we may share it with others
- How we keep it secure
- Your privacy rights and how the law protects you.

We only use personal information if we have an appropriate reason to do so and this includes sharing information outside of Dance Warehouse.

HOW DO WE COLLECT INFORMATION FROM YOU?

We may obtain information about you when you:

- Complete a pupil registration form
- Speak to us on the telephone or in person
- Email us
- Sign up to a class, workshop or event

(The above list is representative, not exhaustive)

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

The personal information we may collect may include your:

- Name
- Date of birth/age
- Gender
- Home address
- Telephone number(s)
- Email address
- Medical information (including any known allergies and any injuries)
- Emergency contact name and number

(The above list is representative, not exhaustive)

HOW IS YOUR INFORMATION USED?

We use your information to:

- Process an application that you have made for an activity ie. class, workshop, or event
- Process entry into an exam, competition or performance
- Notify you of changes to our services (eg. change of timetables, fees etc)
- Handle an enquiry or complaint you have made
- To contact you in an emergency situation

(The above list is representative, not exhaustive)

WHERE AND HOW LONG IS YOUR INFORMATION KEPT?

Our pupils' personal information is kept in paper form in files which are stored in a secure, locked place that is only accessible to the staff of Dance Warehouse. Whilst we make all reasonable efforts to ensure the security of personal information, we cannot guarantee the security of any information you transmit to us via email and therefore you do so at your own risk.

We review how long we keep personal information on a regular basis. We hold your personal information on our records only for as long as necessary for the relevant activity, and records of students who no longer attend activities at Dance Warehouse will be disposed of within six months.

WHO HAS ACCESS TO YOUR INFORMATION?

We DO NOT sell or rent your information to other organisations.

We DO NOT buy or rent information from other organisations.

Your personal information is only accessible to staff of Dance Warehouse for the purposes listed above.

We do not pass your details on to any other clients of Dance Warehouse or third parties, with the exception of the following associated organisations or in exceptional cases when required to do so by law.

- **ROYAL ACADEMY OF DANCE (RAD)** – (Ballet students only)
For the purposes of entering pupils for their ballet examinations.
To read the RAD's own privacy policy please visit www.royalacademyofdance.org
- **KENT COUNTY COUNCIL (Children in Entertainment department)** – (All students)
For the purposes of licensing students to participate in our performances and other external performances, which is a legal requirement.
For further information please visit <http://www.kent.gov.uk/education-and-children/activities-outside-school/children-in-entertainment#>
- **NHS TEST AND TRACE** – (All students)
For the purposes of fulfilling our duty during the Coronavirus pandemic of alerting the NHS who has been in contact with someone who has tested positive for the virus.
For further details please visit: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

In all other instances we would only share your information with another party if you have given explicit permission to do so.

YOUR CHOICES AND INDIVIDUAL PRIVACY RIGHTS

You have the choice about whether or not and how you wish to receive information from us, by selecting the appropriate choices on your pupil registration form when enrolling. You have the right to change your preferences or withdraw your consent at any time by contacting us either in writing or by email at enquiries@dancewarehouse.info

You also have the right to ask for a copy of the personal information that Dance Warehouse holds about you.

QUESTIONS

If you have any questions regarding this Privacy Policy please contact us by telephone **01227 761461** or email at enquiries@dancewarehouse.info

PRIVACY POLICY REVIEW

We review this policy annually or as and when legislation requires it.