

GDPR Privacy Policy for Danceworks

At Danceworks, we take the privacy and security of our students, parents, and staff very seriously. As a dance school with children, we are committed to ensuring that all personal data we collect and process is done in compliance with the General Data Protection Regulation (GDPR) and other applicable data protection laws. This policy outlines how we collect, use, store, and protect personal data.

1. Introduction

This GDPR Privacy Policy explains how Danceworks (referred to as "we," "our," or "us") processes the personal data of students, parents, guardians, and staff. It provides information on how we collect, store, and use this information to deliver our services, and how we ensure the data remains secure and confidential.

2. Data Controller

Danceworks is the Data Controller for the personal data we collect. Our contact details are as follows:

- **Danceworks**
- **Email:** info@danceworksstudio.co.uk
- **Phone:** 01242 233 338
- **Address:** 35 St George's Street, Cheltenham, GL50 4AF

3. Personal Data We Collect

We collect the following types of personal data in order to operate our dance school effectively:

- **Student Information:** Name, date of birth, gender, medical conditions or allergies, emergency contact details, attendance records, and photographs (with consent).
- **Parent/Guardian Information:** Name, contact details (phone number, email address), and emergency contact information.
- **Staff Information:** Name, contact details, employment records, and payroll details.
- **Other Information:** Details of any relevant medical conditions or special educational needs (where applicable), payment details (for fees), and communications with us.

4. How We Use Your Personal Data

We use the personal data we collect for the following purposes:

- **For Students:** To manage enrolments, schedule classes, communicate with parents/guardians, monitor attendance, provide emergency care if necessary, and deliver any relevant updates (e.g., cancellations, events, performances).
- **For Parents/Guardians:** To maintain accurate contact information, manage billing and payments, communicate regarding student progress or issues, and provide updates on events and performances.
- **For Staff:** To manage payroll, employment records, and ensure compliance with relevant legislation (e.g., health and safety, safeguarding).

We will never use your data for purposes unrelated to our core business activities without obtaining your consent.

5. Lawful Basis for Processing Personal Data

We process personal data based on the following lawful bases:

- **Consent:** In some cases, we process personal data based on the consent given by parents/guardians, particularly for photographs or videos, or for participation in special events or marketing.
- **Contractual Necessity:** We process personal data to fulfill our obligations under the contract we have with parents and guardians, such as providing dance classes and services.
- **Legal Obligation:** We may process personal data where we are required to do so by law, for example, for health and safety purposes or to comply with child safeguarding regulations.
- **Legitimate Interests:** In some cases, we may process personal data where necessary for our legitimate interests, such as ensuring a safe and efficient learning environment.

6. Data Sharing

We do not share your personal data with third parties except in the following cases:

- **Service Providers:** We may share personal data with trusted third-party service providers (e.g., payment processors, email platforms) who help us run our business. These third parties are required to keep your data secure and use it only for the purpose for which it was shared.
- **Legal Requirements:** We may be required to disclose personal data to law enforcement or regulatory authorities if necessary to comply with a legal obligation or protect the rights, property, or safety of others.
- **Child Protection & Safeguarding:** In the event of concerns about a child's welfare, we may share data with safeguarding authorities as part of our child protection procedures.

7. Data Retention

We will retain personal data for as long as it is necessary to fulfill the purposes outlined in this policy, or for as long as required by law or regulation. After this period, personal data will be securely deleted or anonymized.

- **For Students:** Personal data related to students will generally be kept for a period of up to 7 years after the child's last class or event, in case of any future inquiries or legal requirements.
- **For Staff:** Personal data will be retained for as long as necessary for employment purposes and in accordance with employment laws.

8. Security of Personal Data

We take the security of your personal data seriously and implement appropriate technical and organizational measures to protect it against unauthorized access, loss, or disclosure. These measures include:

- Encrypted storage of sensitive data (such as payment information).
- Secure access controls to restrict access to personal data to authorized staff members only.
- Regular security audits to identify and address any vulnerabilities.

9. Your Data Protection Rights

Under the GDPR, you have the following rights regarding your personal data:

- **Right to Access:** You have the right to request a copy of the personal data we hold about you or your child.
- **Right to Rectification:** You have the right to request that any inaccurate or incomplete personal data be corrected.
- **Right to Erasure:** You have the right to request the deletion of your personal data, subject to certain conditions.
- **Right to Restrict Processing:** You have the right to request that we restrict the processing of your personal data in certain circumstances.
- **Right to Object:** You have the right to object to the processing of your personal data, particularly where we rely on legitimate interests as the lawful basis for processing.
- **Right to Data Portability:** You have the right to request a copy of your personal data in a structured, commonly used format and transmit it to another organization.

To exercise any of these rights, please contact us using the contact information below.

10. Changes to This Privacy Policy

We may update this GDPR Privacy Policy from time to time. Any changes will be communicated to you via email or posted on our website. We encourage you to review this policy regularly to stay informed about how we protect your personal data.

11. Contact Information

If you have any questions or concerns about how we handle your personal data, or if you wish to exercise any of your data protection rights, please contact us:

- **Email:** info@danceworksstudio.co.uk
- **Phone:** 01242 233 338
- **Address:** 35 St George's Street, Cheltenham, GL50 4AF

We take your privacy seriously and are committed to complying with data protection regulations to protect your personal information.