

AJ SCHOOL OF DANCE PRIVACY POLICY

This privacy policy tells you what to expect when AJ School of Dance collects your personal information.

AJ School of Dance is committed to protecting your personal information in accordance with the original Data Protection Act 1998 and the *General Data Protection Regulations* (GDPR) effective from May 2018. We are committed to providing a safe environment for all our students, parents, casual and freelance workers and everybody who comes into contact with us, both physically and virtually (online).

This Privacy Statement refers to the use of any personal information provided to us online or via registration forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information.

AJ School of Dance's website occasionally contains hyperlinks to websites owned and operated by third parties. These third party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review them. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

• Students

We collect contact details and personal information in order to provide membership services. That includes, but not limited to, the administration of joining and renewals, distribution of any AJ School of Dance Newsletters, information regarding the Summer Ball, classes, hosting seminars, workshops and lectures, training courses, access to local area shows and competitions, access to the examinations service.

• What information does AJ School of Dance have about me?

When you participate in or sign up to any of AJ School of Dance's classes, activities, workshops, (including newsletters, purchases from the online shop etc.) we may collect and store personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number, date of birth, and payment details. By submitting your details, we assume consent to use it for administrative purposes to enable us to provide you with the products or services that you have selected.

• Data Retention

Once a student/member lapses, we retain sufficient information to identify the previous member. This allows the previous student information to be used again if the student re-joins. AJ School of Dance relies on legitimate interest as the legal basis for retaining this information.

• What are cookies?

Cookies are text files that websites place on your own computer to store information specific to you. Our website runs through Squarespace which uses cookies and similar technologies to run. You can find details on their privacy and cookie policy here: <https://goo.gl/5dYBYZ>

• **How will you use my personal information?**

We will use your personal information for a number of purposes:

- To provide you with information about our products, services and activities and to deal with your requests and enquiries.
- For "service administration purposes", which means that we may contact you for reasons related to the service or activity you signed up for (eg. change of details regarding a class you are attending etc.)
- To contact you about an order you have made.
- To process your registration.
- To send to the NATD (National Association of Teachers of Dancing) for examination purposes.

As and when we need to use your personal information for reasons other than the ones specified above, we will ensure that we notify you first. You will be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed above.

By submitting your details, we assume consent to use it for administrative purposes to enable us to provide you with the products or services that you have selected.

AJ School of Dance does NOT share your personal information with third parties, unless clearly stated. We do NOT sell your data, and neither do we buy data from third parties.

• **AJ School of Dance may contact you**

- To send you relevant communications as part of your association with AJ School of Dance.
- To remind you of important deadlines and/or renewal notifications.
- In relation to any service or activity you have signed up for in order to ensure that we can deliver the services to you.
- In relation to any correspondence we receive from you or any comment or complaint you make about our products or services.

• **Young users**

If you are aged 18 or under and you provide us with information on an application/registration form (online or printed), your parent(s)/guardian(s) permission will be required.

• **NATD (National Association of Teachers of Dancing)**

As an organisation providing qualifications through physical examinations, we must provide sufficient, required information to the NATD to make this possible. By taking and completing exams you are consenting to the NATD keeping the information about you that appears on the report form. This is for the purposes of examination result processing and will only be used by NATD approved third parties to enable that process. Inactive data will be destroyed after 20 years.

• **How long will AJ School of Dance keep my personal information for?**

We keep the information we hold about our customers and students for as long as is necessary to deliver the services we are providing you with. AJ School of Dance relies on legitimate interest as the legal basis for retaining this information.

• **Where is the information stored?**

We use a variety of procedures and secure technologies to help protect your personal information from unauthorised access, use or disclosure. We store personal information you provide on computer systems which have carefully controlled access and which are located in secure facilities. Any highly confidential information (such as a credit card numbers and bank details) that we hold and process is managed over the Internet by third party encryption software

and protected using industry standard security measures, including the Secure Socket Layer (SSL) protocol. These are evidenced in your browser by the Padlock symbol.

The security measures described above ensure that all reasonable steps are taken to protect your personal information. However, the nature of the Internet means that an absolute guarantee of security cannot be offered, and, as with all Internet transactions, you should be aware that there may be a small security risk when disclosing information online.

- **Can I find out what personal information AJ School of Dance holds about me?**

You have the right to access certain personal information held about you.

If you wish to make a Data Subject Access Request, please contact ajschoolofdance@gmail.com

You have the right at any time to withdraw any information held by AJ School of Dance, to do so please contact ajschoolofdance@gmail.com

- **Contacting us about this Privacy Statement**

If you any questions or comments about this Privacy Statement please e-mail

ajschoolofdance@gmail.com