

# **Studio R Dance Academy Privacy Notice**

## **General Data Protection Regulation**

This policy describes how we collect and use personal data in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 1998 and any other national implementing laws, regulations and secondary legislation, as amended or updated in the UK Data Protection Legislation.

Studio R Dance Academy is a company that provides dance and performing arts tuition and performance in Guildford Surrey.

### **Registered business address:**

Fairlands Community Centre  
Fairlands Avenue  
Guildford  
Surrey  
GU3 3NA

**We are required under the Data Protection Legislation to notify you of the information contained in this privacy notice.**

## **COLLECTION OF YOUR PERSONAL DATA**

We obtain personal data about you when:

- You join us by completing a registration form and attending a trial class.
- You engage in a show or event with us
- You contact us by email, telephone, post or social media (for example when you have a query about our services).

## **INFORMATION WE HOLD ABOUT YOU**

The information we hold about you may include the following:-

- Your personal details -such as your name and/or address, email address & date of birth.
- Your child's personal details such as their name, date of birth, address, medical or behavioural condition detail, care plans, exam identification numbers, results and local authority license information.
- Details of contact we have had with you in relation to the provision, or the provision of our services.
- Details of any services you have received from us.
- Our correspondence and communications with you.
- Information about any enquiries you make to us.
- Information we receive from other sources that may be applicable to the services you undertake with us.

## **HOW WE USE PERSONAL DATA WE HOLD ABOUT YOU**

We may process your personal data to provide exam, show, competition or other event opportunities for you or your child if you to comply with our obligations.

We may process your personal data of legitimate interest and opportunity to you or your child. This is provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data. This

includes processing for marketing, business development, statistical and management purposes.

We may process your personal data for certain additional purposes with your consent, and in these limited circumstances you have the right to withdraw your consent.

### **Situations in which we will use your personal data**

We may use your personal data in order to:-

- Carry out our obligations arising from any agreements entered into, between you and us which will most usually be for the provision of our services.
- Carry out our obligations arising from any agreements entered into (which will most usually be for the provision of our services) where you may be a subcontractor, supplier or customer of our client.
- Provide you with information related to our services and our events and activities that you request from us or which we feel may interest you.
- Seek your thoughts and opinions on the services we provide.
- Notify you about any changes to our services.

If you refuse to provide us with certain information when requested, we may not be able to provide you with our full services and opportunities.

### **Data retention**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

When assessing what retention period is appropriate for your personal data, we take into consideration:-

- The requirements of our business and the services provided.
- Any statutory or legal obligations.
- The purposes for which we originally collected the personal data.
- The lawful grounds on which we based our processing.
- The types of personal data we have collected.
- The amount and categories of your personal data.
- Whether the purpose of the processing could reasonably be fulfilled by other means.

### **Change of purpose**

Where we need to use your personal data for another reason, other than for the purpose for which we collected it, we will only use your personal data where that reason is compatible with the original purpose.

Should it be necessary to use your personal data for a new purpose, we will notify you and communicate the legal basis which allows us to do so before starting any new processing.

### **DATA SHARING**

#### **Why might you share my personal data with third parties?**

We will share your personal data with third parties where we are required to by law, where it is necessary to administer the relationship between us or where we have another legitimate interest in doing so (for example listing the pupils in our show to the local authority for child protection and licensing reasons).

### **Which third-party service providers process my personal data?**

"Third parties" include local councils, examination boards, festivals and other companies we may perform with.

### **DATA SECURITY**

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees and third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

Any data stored on computer is password encrypted and only accessible by Studio R Dance Academy staff. Any data stored on paper is securely locked away at home address. All data transported to our hired venues will be password protected, protected by a senior member of staff or chaperone.

### **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

#### **Your duty to inform us of changes**

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

#### **Your rights in connection with personal data**

Under certain circumstances, by law you have the right to:-

- Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully.
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your situation, which makes you want to object to processing on this basis. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal data to you or another data controller if the processing is based on consent, carried out by automated means and this is technically feasible.

If you want to exercise any of the above rights, please email our data protection point of contact [rowenadance5@outlook.com](mailto:rowenadance5@outlook.com)

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your

other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

#### **RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose (for example, in relation to dance related activities), you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email our data protection point of contact [rowenadance5@outlook.com](mailto:rowenadance5@outlook.com). Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

#### **CHANGES TO THIS NOTICE**

Any changes we may make to our privacy notice in the future will be provided to you on our website at [www.srdacademy.co.uk](http://www.srdacademy.co.uk)

**This privacy notice was last updated on 26 April 2021.**

#### **CONTACT US**

If you have any questions regarding this notice or if you would like to speak to us about the way in which we use your personal data, please email [rowenadance5@outlook.com](mailto:rowenadance5@outlook.com)