



Privacy Notice

Allesley School of Dance holds personal data and has a duty to protect the information and keep it up to date. It is important you read the School Privacy Notice printed below.

We, Allesley School of Dance, are a data controller for the purposes of the Data Protection Act.

In the category of “People we supply a service to” we collect information from you. It is your responsibility to ensure that your personal data provided to us is accurate and up to date. This information includes your contact details; Name, DOB, age, medical information (if pertinent to the daily safety of a student) and classes taken; Parent / Carer name, address, telephone number and email address; Emergency contact Name and Telephone number. And we hold this personal data and use it to: Invoice for classes taken – this is carried out via email in the first instance and then if necessary by telephone or in writing. Inform you about Allesley School of Dance, classes, events, news and general information. Keep students safe whilst attending lessons and be able to make contact with carers quickly should the need arise.

We do not collect information from our website the only information we hold is that which is completed on the Allesley School of Dance registration form or updated information supplied by you directly. We do not collect any bank account details as all payments via the

BACS system must be set up by you, with your bank, as a Standing Order.

Access to your personal information is only allowed when required by law, we do not, and will never, sell or share your personal information with third parties unless they supply a specific service to us i.e. bookkeeping provider and Professional Dance Organisation.

In the category of “People who supply a service to us” our external third party service providers, such as bookkeeping, accountants, auditors, and other outside professional bodies and advisors; IT systems, support and hosting service providers we minimise access to the information supplied by you to us.

With regard to social media, if you like, comment or interact in any way with our pages on Facebook, Twitter, Instagram or You Tube some of your personal information becomes available to us such as your name, username, handle and profile picture. This information is not given over to us and we do not store this information anywhere, though it will still be available on the social media website where you have posted it. We do not use this information unless it is to get in contact with you directly to respond to your comment or interaction.

You may request a copy of the information we hold on you, this should be made to **junepughe@allesley-dance.com**.