Graham School of Dance Privacy Policy (GDPR)

**Our contact details:**

Name: Graham School of Dance & Theatre Arts

Address: The Studios, South Mill Road, Bishops Stortford CM23 3DH

Phone Number: 01279 654423

E-mail: [info@grahamschoolofdance.co.uk](mailto:info@grahamschoolofdance.co.uk)

**The type of personal information we collect:**

We currently collect and process the following information:

* Personal identifiers, Name, address, telephone number and email address parents/guardian.
* Date of birth of student
* Student medical notes, doctor surgery name, address, and telephone number.
* Gender

**How we get the personal information and why we have it:**

All the personal information we process is provided to us directly by you for one of the following reasons:

* To register your child for enrolment into our classes.

**We use the information that you have given us to:**

* ensure we have correct contact details in an emergency.
* ensure your child is placed in the age-appropriate class.
* health and safety purposes

safeguarding purposes

* pupil progression
* examination entry.
* Invoicing for classes and examinations.

**We may share this information with:**

* For external examination purposes only - ISTD, RAD, LAMDA & Acrobatics Arts examination bodies.
* Emergency Services if required.
* Safeguarding/Child protection purposes with the appropriate authority.

**Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:**

**Your consent. You can remove your consent at any time. You can do this by contacting** [**info@grahamschoolofdance.co.uk**](mailto:info@grahamschoolofdance.co.uk)

**We have a contractual obligation.**

**We have a legal obligation.**

**How we store your personal information**

Your information is securely stored.

We keep student and parent personal data on our password protected Membermeister system from when the student initially enrols in the dance school, when they are attending the dance school until they leave the dance school.

We have checked with Membermeister and are satisfied that they do not use our customer data and we find their GDPR and Privacy Policy acceptable.

Once our student has left the dance school or graduated from the dance school and all fees and invoices have been paid up to date, the student is then archived on our system and the data deleted and we will then dispose of your information by deleting the archived student and data.

All computers/laptops are secure, and password protected. All data access is secure, and password protected, and all emails are secure, and password protected.

When team members leave the dance school, passwords are changed to ensure they are unable to access any of our data.

All printed documentation is either retained in folders and locked away in secure storage or shredded.

**Your data protection rights:**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@grahamschoolofdance.co.uk](mailto:info@grahamschoolofdance.co.uk)

Or telephone us on 01279 654423.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Graham School of Dance & Theatre Arts, Southmill Road, Bishops Stortford, CM23 3DH [info@grahamschoolofdance.co.uk](mailto:info@grahamschoolofdance.co.uk) or call us on 01279 654423.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>