



Privacy Policy

This privacy notice is in place to inform our customers of how The Dance Shed may collect, use and protect their personal data.

The Dance Shed is committed to protecting any personal information you share with us.

We operate in accordance with the new EU General Data Protection Regulation (GDPR).

Your Rights

It is the right of anyone required to submit personal data to The Dance Shed to understand what personal information we collect and why, how we use and store that information and how we dispose of that information should you leave the school, no longer use our services or should any of your details change.

We aim to operate fairly and with complete transparency meaning you can contact The Dance Shed at any time to confirm what personal data we hold and to ask us to remove any information you do not wish for us to have. If you ask for your data to be removed, we will keep the minimum amount of information to ensure we adhere to your request. Please note however that we may have a lawful reason to hold or use the personal data in question, which does not require consent.

The majority of our communications will be via email. Your email address will never be displayed within a group email. In some circumstances it will be possible to change the way we contact you, however, please note this may result in important information being missed or delayed. It is your right to choose what communications you wish to receive from us, i.e. only information as relevant to you as an individual or company. You can opt in or out of communication for marketing purposes (such as advertising of holiday workshops) at any time. To view, update or remove any information please email info@the-dance-shed.co.uk. Requests for full details held by us will require proof of identity.

What personal information will we collect and why?

We will not collect any information other than what is lawfully relevant to registration as a pupil at The Dance Shed or for participation in any The Dance Shed related event (to include but not limited to: classes, rehearsals, exam sessions, performances, dance parties, workshops) with the child's safety being of paramount importance.

Information required for enrolment and participation of classes:

- Student's full name (so the child can be easily identified in class. This will appear on the class register so the student's attendance can be recorded for safety reasons and to ensure correct invoicing of classes. **(For Child Protection and Safeguarding reasons, we will not be able to proceed with the enrolment of a child where the responsible parent does not consent to their child's full name appearing on the register.)**)
- Child's date of birth (to ensure children are placed in the correct class and eligible for certain exams, events, competitions, workshops, etc. where an age limit applies)

- Contact name of child's parent/guardian (so we know the legally responsible adult who should be contacted in regard to the child's participation in classes and events, for contacting in an emergency situation and who to issue the invoice for classes and additional events, such as exams and shows)
- Address (sometimes it may be necessary to send letters and other information via post, such as exam certificates, uniform orders etc.)
- Telephone Number (in order to contact the student or responsible parent/guardian in relation to participation in The Dance Shed classes and events and for emergency and medical situations that may arise in class – for instance if a child becomes unwell and we need to contact the parent/guardian to collect them from class early. For safety reasons this number will appear on the class register so the responsible parent/guardian can be contacted as soon as possible. **(For Child Protection and Safeguarding reasons, we will not be able to proceed with the enrolment of a child where the responsible parent does not consent to this number appearing on the register. For safety reasons parent contacts may be stored in the Principal's mobile phone. This phone is accessible by the Principal only and is password protected.)**)
- Additional emergency contact name/s and telephone number/s (For the safety of the enrolled child, at least one additional contact person should be appointed in the case of an emergency and we are unable to contact the main contact)
- Medical information (to ensure the child is kept safe and healthy within class and so that relevant information can be shared with paramedics or medical professionals should an emergency situation arise. **It is the parent/guardian's responsibility to keep The Dance Shed informed and up to date with all relevant medical information, including injuries and both physical and psychological conditions. (For Child Protection and Safeguarding reasons, we will not be able to proceed with the enrolment of a child where the responsible parent does not consent to medical information appearing on the register.)**)

If you are a company or person hiring us (for example for a dance party, workshop or wedding dance choreography) we will only collect information relevant to the purpose of our business with you. The information we collect will depend on the service you require.

Who will we share your information with?

The school will ensure your personal details will always be treated in strict confidence and will not be passed on or sold to any other organisation or third party (including other members of the school) without your consent or without a legitimate reason as is lawful and relevant to your child's enrolment (see below).

On occasion it may be necessary to disclose student information to a 3rd party, for example for exams and events.

Photos and Video:

All photos and videos published on social media or the The Dance Shed website will be handled in accordance with our copyright policy/release form which is signed by you, the customer, on enrolment. This means we will never post media without permission and furthermore we will never name a student or provide any personal details. We will remove or edit any media containing images of a student if requested.

Accurate Information:

Our aim is to keep all information up to date and as accurate as possible and we therefore kindly ask your assistance in this matter by ensuring you always inform the principal of any changes to important details such as names, contact details (telephone number, emergency contact, address, email address), medical conditions/injuries and any other information that could be relevant to the teachers (for example, a bereavement or school related incident that could affect the child physically or emotionally in class and requires extra care by the teacher).

How will your information be stored securely?

All electronic information is retained on The Dance Shed approved devices only and password protected and/or encrypted.

For the safety of the children, class registers contain an emergency contact telephone number and relevant medical information. This information will be handled by the The Dance Shed Principal and, where necessary, appropriate team members (i.e. teachers during classes) only. Medical information will only ever be shared in the case of an emergency, i.e. to inform the attending paramedics of a relevant injury or allergy. **It is your job to inform us immediately and in full of any new medical conditions/injuries and any changes to pre-existing conditions.** This includes physical and psychological conditions.

What happens to your information if you leave The Dance Shed?

When a student leaves the school all personal information (paper and electronic) is archived in case of return. You will need to inform us by email with a request for your personal information to be deleted and/or destroyed. Names are retained on past registers for 6 years (for the purposes of our tax returns). These are accessible by the Principal only and an auditor/accountant where required. All such information continues to be held in accordance with the GDPR.

Parental Permission and Independent Pupils:

Following GDPR regulations as pertain to the UK, parental permission is required in all cases for enrolling (and enrolled) pupils under the age of 16. The Dance Shed may continue to require parental knowledge and consent in some situations until the pupil is 18 years of age.

Responsibilities of the Principal and Teachers at The Dance Shed:

It is the aim of the school that all appropriate team members are properly trained, fully informed of their responsibilities under the GDPR and are aware of their personal liabilities and all policies related to the processing of customer data.

This Notice:

We will update this notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

If you have any questions related to privacy, please do not hesitate to contact The Dance Shed at info@the-dance-shed.co.uk