

FOX

ACADEMY OF DANCE

PRIVACY POLICY

STATEMENT OF INTENT

The General Data Protection Regulation is a new, European-wide law that replaces the Data Protection Act 1998 in the UK. It places greater obligations on how organisations handle personal data. It comes into effect on 25 May 2018. In order to comply with the new regulations, Fox Academy of Dance have written this privacy policy and will require parents or guardians of all new and existing students to complete a compulsory data consent form.

The privacy of your personal information is very important to Fox Academy of Dance. We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information. This policy explains our information practices and the way in which Fox Academy of Dance collects and uses your information. This policy covers the information you provide to us both online and offline and through our website.

HOW DOES FOX ACADEMY OF DANCE COLLECT AND USE MY INFORMATION?

When you enrol for classes at Fox Academy of Dance, either via our online enrolment form or via a paper form, we collect personal information including full names of students and their parents/guardians, addresses, contact telephone numbers and email address and student information such as date of birth, gender, school attended, previous dance or gymnastics training and medical conditions. At some times you may be required to provide information regarding the local authority in which your child's school is part of, or measurements for costume sizing. Some of this information is required and is noted by an asterisk on the enrolment form. This information is required to manage studio business and will not be used or sold for any other purpose, except as described below.

WHO HAS ACCESS TO MY INFORMATION AND HOW IS IT SHARED?

When you enrol, your personal information is entered into a password protected database on our secure computer. Our website is encrypted for security reasons and any data entered into our online form is protected by the Website privacy policy and security settings.

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Some of your contact details are entered into our accounting software for the purpose of invoicing and payment recording. Your email address is entered into our Gmail Account for email contact and your phone number is stored on our studio mobile phone for emergency contact requirements. If an enrolment form is provided in paper format it will be stored in a locked filing cabinet in our office. In some cases we may be required to share certain information with the Local Authority or a Production Company, for example when licensing a performance for child protection reasons we must provide a list of pupils performing along with date of birth, address, school attended and the local authority the school is under. When entering children for dance exams, we are required to share the same information with the Imperial Society for Teachers of Dancing. We also provide Finborough School with a list of pupils of the school who attend our lessons for child protection purposes. To ensure the confidentiality of your data and compliance with the GDPR Regulation Act, any third parties contracted by Fox Academy of Dance must also have in place a policy or agreement pertaining to the agreement. Fox Academy of Dance will not publish or share your personal data with any other third parties than mentioned herein.

The principal of Fox Academy of Dance has access to your personal information only for the purposes of managing studio business. Fox Academy of Dance will access your personal information and/or share it with a third party only for the following purposes: (i) as needed for studio business, (ii) if required to do so by law or to comply with legal processes; or (iii) to protect the rights, property, or personal safety of the public.

All data will be stored securely, for no longer than necessary and solely for the completion of business activities.

If you have any questions about our Privacy Policy, or if you wish to access, update or remove any of your personal information, please contact us via email info@foxacademyofdance.com

WEBSITE & SOCIAL MEDIA

Our website and social media accounts will sometimes link to other websites and services from time to time. Fox Academy of Dance will always attempt to associate only with the most trustworthy partners who share our high standards regarding privacy. Nevertheless we cannot be held responsible for the content and privacy practices of any other companies or websites.

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YOUR RIGHTS

Under the GDPR Regulations you have the following rights with regards to your personal information:

The right to be informed of how we collect and use your data;

The right to access your data;

The right to rectify inaccurate data;

The right to erase your data;

The right to restrict the processing of your data;

The right to data portability;

The right to object; and

The right not to be subject to automated decision making including profiling.

DATA BREACHES AND DATA PROTECTION OFFICER

Fox Academy of Dance have procedures in place to notify their customers of any potential data breaches or risk thereof. The Principal of Fox Academy of Dance is the designated Data Protection Officer and is the only person within the Academy with access to your personal information.

WITHDRAWAL OF CONSENT

You have the right to withdraw your consent for us to hold your data at any time. Where notice is given for a child to cease lessons with us, all data held regarding said child will be securely deleted within one working term of the cessation of classes.

This policy was last reviewed on **01/05/24**

Name: Heidi Fox

Job Title: Principal

Signature: H.Fox