

# Data Protection Policy



## Browsing [danceeducationcentre.co.uk](http://danceeducationcentre.co.uk)

By browsing our website, we do not collect any personally-identifiable information about you. The website analytics are processed by Weebly site analytics and the website has an SSL Certificate. Like most websites we track the visitors viewing our page but again there is never any personal identifiable data held. The information taken may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyse trends, administer the site, track user's movement in the aggregate, and gather broad demographic information for aggregate use. However, none of the information stored in the Weebly log files, including but not limited to IP addresses, is linked to personally identifiable information.

## Emailing us or enquiring about a class

If you email us or use the contact form on the website, you will share with us certain information. This will include your email address and could also include your name, address, phone number, your child's name, their date of birth and any other details you tell us within the message. Your messages will be encrypted and security on devices receiving these messages will always be up to date and of the highest standard. Staff members will not have access to these messages but will be passed on any relevant information required to benefit the child within class.

## Enrolling your child or yourself

If you register your child or yourself for our classes, we will collect personal information about you and your child. This will include name, address, email address and phone number as well as your child's name, their date of birth, gender, school attending and the date they started classes. You may also tell us about any previous dance experience your child has, any exams they have taken and if they have any needs or conditions, we should be aware of (for example allergies, disabilities or any medication they might need to take whilst dancing). With these details we will also store a record of exams your child takes with us, invoices we issue (including when and how they were paid) and any items you order from us (for example uniform). We store this information securely within the EU and only The Principle and Office Manager will access this information if required. We use the information to provide our services to you, keep you informed, and help us tailor our services better to the needs of our customers. Certain relevant details will be shared with our dance teachers to allow them to provide relevant and inclusive classes. Teachers of Dance Education Centre will also hold registers which contain emergency contact phone numbers and any medical information of the student. They will only have access to their registers and emergency contact numbers and no other personal information. This information will only be used when required and without access to it students cannot attend our classes as it is fundamental to our child protection, health and safety and Covid-19 Policies.

### Information others collect

The ISTD and IDTA are the examining bodies we work with. If students are entered for exams, we will disclose certain details about your child. These include their name, date of birth, and any medical conditions they should be made aware of. If your child needs additional support during their exam (for example because they have a disability), the additional support they need will also be disclosed. You can prevent the ISTD/IDTA collecting information about your child by not entering them for exams. This will not affect your child's ability to progress through our classes in any way. We do not disclose any of your child's details to the ISTD/IDTA unless you enter them for an exam.

### Disclosing your details to others

Your personal details are your property. Apart from the instances listed above, **we do not disclose your details to anyone**. There is a possibility we could be obliged by law to disclose information about you. This is highly unlikely as we hold very little personal information. If it did happen, we would fight the request as best as possible. If we were still obliged to comply, we would only disclose the bare minimum possible to comply.

### Processing and Destroying Data

Where possible, enrolments are now done online through our portal and on our track and trace system. We take security very seriously and adhere to the new GDPR law and all files stored on the system are secure and held within the EU. Once data is no longer required to be stored it is deleted permanently from computers. Track and Trace information is kept for 28 days as per Government guidelines and we will adhere to any changes to these guidelines. Should there be any paper documents (invoices, enrolment forms) these would be shredded straight away.

### Questions, requests and updates

If you have any questions about how your data is used, need to update it, delete it, or would like a copy of the data we hold on you, please contact Amanda Cassin directly.

### Right to complain

If you feel your data is breached in any way you of course have the right to complain to ICO (Information Commissioner's Office).

Amanda Cassin is the DPO (Data Protection Officer) for Dance Education Centre and will analyse data security on an annual basis.