



SPOTLIGHT SCHOOL OF DANCE

PRIVACY AND SOCIAL MEDIA POLICY

How we will use your information when you give your data to Spotlight school of dance when you register yourself or your child for classes.

This leaflet explains why we ask for your personal information, how we store and use it and who we may share it with, and what your rights are.

Why we ask for your personal information.

The information gathered on our registration forms is to enable us to keep records of all the students for exams and performances, to issue invoices and information emails or to contact you in an emergency.

How we store your information and for how long.

Paper registration forms are kept securely whilst your child is a student with us and for 1 year after they have left. Any financial records are retained for 7 years as per the financial regulation requirements, but the record is anonymised. No bank, credit or debit card details are held on file.

Who is your data shared with.

The data collected is shared with the management/teaching team of the Spotlight school of Dance, and then we share a portion of that information with 3 different types of organisations. The examination boards when/if your child undertakes an exam, the local council for performance licences and an emailing application.

These organisations are:

1. Royal Academy of Dance (RAD)
2. British Theatre Dance Association (BTDA)
3. Dorset County Council

What information is shared

examinations:

1. Name of student
2. Date of Birth

For Performances:

1. Name of Student
2. Date of Birth
3. School Attending
4. Home Address
5. Name of Parent

Social Media and Advertising

Spotlight School of Dance use social media for promotion and recognition. We ask for your permission to use photographs of your child on social media platforms and for advertising campaigns. You may remove this consent at any time verbally or in writing. Spotlight School of Dance do not put on full names and will not tag individuals or parents on social media platforms. Even though you have consented you still have the right to object to any image used and to ask for it to be removed.

We do not condone the use of bad language or derogatory comments on any of our social media sites and will ban anyone from the site and from Spotlight School of Dance if found to be doing so. This area is for celebrating the children's achievements.

Your rights

You have the right to see the information that we hold on you at any time, by submitting a Subject Access Request (SAR) in writing by contacting the Spotlight School of Dance management team on the contact details below. You may also request to opt out of any of these services or have your details deleted from the database at any time, again by contacting the management team in writing and letting us know what your preferences are.

Spotlight School of Dance
Registered Address:
26 Claremont Avenue
Bournemouth
Dorset
BH9 3EZ

Or email: spotlightschoolofdancing@gmail.com

Spotlight School of Dance are the Data Controller and Data Processor of your information.

When we ask you for information, we will keep to the law, including the General Data Protection Regulations.

We will:

1. Process your information lawfully, fairly and in a transparent manner
2. Collect your information for a specific, explicit and legitimate purpose
3. Ensure that it is adequate, relevant and limited to what is necessary,
4. Ensure its accuracy and kept up to date
5. Retain it only for as long as is necessary
6. Process it in an appropriate manner to maintain its security.

For independent advice about data protection, privacy and data-sharing issues, you can contact the Information commissioner at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Phone: 08456 30 60 60 or Fax: 01625 524510

Website: <http://www.ico.gov.uk>