

DATA PROTECTION & PRIVACY POLICY

How this notice applies to you will depend on the way in which you interact with Victoria Walker Dance. For example:

1. if you register a child for classes with us, we will use the information you provide to fulfil our obligations to you in delivering that service and, where permitted, keep you up to date about other events that may be of interest to you;
2. if you simply browse our website please note that our website does not use cookies.

Your choices and rights are explained in more detail below.

What Information We Have & Where We Get It

- All information we have is obtained directly from you.
- When you register a student for a class, we will collect your information on a registration form this will include; Parents/guardians name(s), address, email and phone number, students name, gender, DOB and any medical history or allergies that we should be aware of (note the above list is representative not exhaustive).
- In all instances where we collect personal information on children/students, we always collect this information directly from parents/guardians and will only ever collect such information for the purposes specified when we collect it.

How We Use Your Information & Why

We collect and use your information for lots of reasons such as sharing news, for marketing, notifying you of class cancellations, upcoming events, registrations for exams, fee notifications or contacting you in the event of an emergency.

We will contact you via email, via SMS, or social media platforms. You can request a change to how we contacted with at any time.

Who We Share Your Data With & Why

We share information with the Royal Academy of Dance and International Society of Dancing when registering students for exams but this is limited to student's name, gender and DOB. Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or the crime. In all other instances, we would only share your information with another party, if you have given your explicit permission to do so

Your Choices

Where you have given us your consent to receive information, you can withdraw it by notifying us via email.

Your rights

You also have rights over how your personal information is used including:

- The right to object to our processing of your data.
- The right to request that your information be erased or restricted from further use.
- The right to request a copy of the information we hold about you.
- The right to correct, amend or update information you have given us.

To exercise any of the above rights please do so by notifying us via email.

Looking After Your Information

We're always taking steps to make sure your information is protected and to delete it securely when we no longer need it. We have security measures in place to protect your information. The security measures we use will depend on the type of information collected.

We only keep your information for as long as required to provide you with the services you request, for the purposes outlined in this policy.

Social Media Platforms

If you engage with the school on any of our social media channels you should know that we do not collect your personal information it remains within the platform that we are using and so you should familiarise yourself with their privacy notices and policies: Facebook and Instagram. If you send us a direct message, your information still remains within the platform unless we ask you to provide us with your contact details to continue the conversation offline or privately, and you consent to do that.

Links to Other Websites

Our website may contain links to other websites run by other organisations. This privacy notice applies only to our website, so we encourage you to read the privacy statements on the other

websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website. In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

Contact Us

If you have any questions or feedback about this notice, or how we handle your information, get in touch with us at victoriawalkerdance@gmail.com