



PRIVACY POLICY & DATA PROTECTION

Herts Dance Studio (HDS)

Reviewed August 2024

Next review date: August 2025

WHAT IS GDPR?

GDPR stands for General Data Protection Regulation. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018. GDPR covers personal data that relates to individual persons. GDPR states that personal data should be processed 'fairly and lawfully' and 'collected for specified, explicit and legitimate purposes.

Herts Dance Studio (HDS) is committed to protecting the rights and freedoms of individuals with respect to the processing of personal data.

The Data Protection Act gives individuals the right to know what information is held about them.

This privacy policy explains:

- *What we do*
- *What we collect and why*
- *How we collect your data*
- *Your rights regarding your data and how we use it*

WHAT WE DO

- HDS takes information security very seriously to ensure privacy of data that we hold.
- HDS have put in place appropriate organisational measures to ensure that all student / customer / staff / or any other data that we hold is all held securely, and that we only use any personal data in accordance with GDPR guidelines.
- Information held by HDS is provided by, approved by and signed for by parents / guardians / customers / students / enquiring individual.
- All data held by HDS is used solely for HDS purposes and the health and safety off all students and staff.
- All data is collected, processed, and filed in a secure way.
- HDS have never shared data / information with any third parties.
- All data held is legally required and this which allows us to do our job and provide an efficient and effective service.
- When registering with HDS payment details are collected via GoCardless - these are secure details which we have no access to share or amend on your behalf.
- HDS only holds data that is legally required and that which allows us operate the business and provide a service both efficiently and effectively

WHAT WE COLLECT & WHY

We collect personal information that you provide to us.

We collect personal information that you voluntarily provide to us when you enrol or register with us, express an interest in classes, obtain information about us or otherwise when you contact us.

The personal information we collect may include:

- Names
- Birth dates
- Email addresses
- Phone numbers
- Addresses
- Relevant medical information
- Marketing permissions

All personal information that you provide us with must be true, complete, and accurate. Please notify us of any changes to personal information as soon as possible.

HOW WE COLLECT YOUR DATA

- Emails
- Phone/texts
- Herts Dance Studio website
- Social Media (Instagram/Facebook)
- Via our online registration software – Class Manager

YOUR RIGHTS REGARDING YOUR DATA & HOW WE USE IT

1) The right to be informed

HDS holds data that is legally required to allow the studio to operate effectively.

2) The right of access

An individual can make a request relating to their data and HDS will provide a response (within 1 month). HDS can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use.

4) The right to restrict processing

Individuals can object to HDS processing their data. This means that data can be stored by HDS but not used in any way, for example to generate communications.

5) The right to data portability

Individuals may reuse personal data they have provided for their own purposes.

6) The right to object

Individuals can object to their data being used for certain activities. Eg. Marketing or research purposes.

7) The right to rectification

Individuals have the right to correct their information if they believe it is incorrect.

