



Privacy and Confidentiality Policy

The following policy aims to create a safe, supportive, and respectful environment for children and young people attending FGDA.

At **Future Generation Dance Academy (FGDA)**, we are committed to safeguarding the privacy and confidentiality of our students, staff, and parents/guardians. We understand the importance of handling personal information with care and respect. This Privacy and Confidentiality Policy outlines how we collect, use, store, and protect the personal data of individuals associated with our academy, and sets out the responsibilities of all parties involved in maintaining confidentiality.

1. Purpose of the Policy

The purpose of this policy is to ensure that FGDA complies with applicable privacy laws and regulations and to clarify our procedures for handling confidential information. This policy is designed to protect the privacy rights of individuals while ensuring transparency and trust in how we manage personal information.

2. Scope of the Policy

This policy applies to all students, parents/guardians, staff members, volunteers, and any other individuals whose personal data may be processed by FGDA. It covers all personal information collected, stored, and used in relation to the activities and operations of the academy.

3. Types of Information Collected

FGDA collects personal information for legitimate purposes related to the provision of dance education, administrative tasks, and safeguarding. The types of personal information we may collect include:

- **For Students:**
 - Name, age, date of birth, and gender
 - Emergency contact details
 - Medical information (e.g., allergies, injuries, medications)
 - Attendance and performance records
 - Photographs and video recordings (for promotional or educational purposes with consent)
 - Payment and billing information (for fees)

- **For Parents/Guardians:**
 - Contact details (e.g., name, address, email, phone number)
 - Emergency contact information
 - Payment details (if applicable)
- **For Staff:**
 - Personal and professional contact information
 - Employment records
 - Qualifications and background checks
 - Health and safety training information
 - Payroll and payment details

4. How Information is Collected

Personal data may be collected in the following ways:

- **Directly from Individuals:** Information may be provided directly by students, parents/guardians, or staff via forms, contracts, emails, or verbal communication.
- **Through Academy Systems:** Information may be collected through the academy's online registration forms, class attendance records, and performance evaluations.
- **During Communication:** Information may also be gathered during interactions with students, parents, or staff members, whether face-to-face, via email, or over the phone.

5. Use of Personal Information

FGDA uses personal information for the following purposes:

- To manage student enrollment, registration, and attendance.
- To ensure the health, safety, and well-being of students during class and events.
- To communicate with students, parents, and staff about academy-related matters, including class schedules, events, and policies.
- To process payments for tuition, fees, and other services.
- To maintain records of student progress, performance, and achievements.
- To comply with legal and regulatory requirements, such as child protection or health and safety regulations.

We will only use personal information for the purposes for which it was collected and will not disclose it to third parties without explicit consent, unless required by law.

6. Confidentiality

All staff, instructors, and volunteers at FGDA are required to maintain the confidentiality of personal information. This includes:

- Not disclosing personal data to third parties unless authorized by the individual or required by law.

- Ensuring that any personal information is only shared with individuals who need it for legitimate purposes, such as the student's instructor or emergency contacts.
- Keeping records and documents containing personal information in a secure and confidential manner, either digitally or physically.

7. Storage and Protection of Personal Data

FGDA takes appropriate steps to protect personal information from unauthorized access, loss, alteration, or disclosure. This includes:

- **Secure Storage:** Personal data will be stored securely, whether in physical records or digital systems. Digital information will be encrypted and stored on password-protected systems.
- **Access Control:** Only authorized staff members will have access to personal data, and access will be granted on a need-to-know basis.
- **Retention:** Personal information will be retained for no longer than necessary. After the data is no longer required, it will be securely disposed of or anonymized.
- **Data Backups:** Digital records are regularly backed up to prevent loss of information in case of system failure.

8. Sharing of Personal Information

FGDA will not share personal information with third parties except in the following circumstances:

- **With Parent/Guardian Consent:** For example, sharing information about a child's health needs or class performance with their parent or guardian.
- **For Emergency Purposes:** In the event of a medical emergency, personal information may be shared with emergency services or healthcare providers.
- **Legal Requirements:** If required by law, such as under child protection regulations or in response to a court order.
- **With Service Providers:** We may share necessary information with trusted third-party service providers, such as payment processors or IT services, but only under strict confidentiality agreements.

9. Rights of Individuals

All individuals whose personal data is collected by FGDA have the following rights:

- **Right to Access:** You have the right to request access to the personal data FGDA holds about you or your child. This includes the right to know what information is being held, how it is being used, and who it is being shared with.
- **Right to Correct:** If any personal information held by FGDA is incorrect or incomplete, you have the right to request that it be corrected.
- **Right to Erasure:** In certain circumstances, you can request that personal data be erased. For example, if the data is no longer needed for the purposes

for which it was collected, or if you withdraw consent for processing (where applicable).

- **Right to Restrict Processing:** You can request that we limit the processing of your personal data in certain circumstances.
- **Right to Object:** You have the right to object to certain types of data processing, such as for marketing purposes.
- **Right to Data Portability:** In certain circumstances, you may request that your personal data be transferred to another organization.

To exercise any of these rights, individuals can contact the academy's management via email or in writing.

10. Privacy and Confidentiality Training

All FGDA staff and volunteers will receive training on privacy and confidentiality policies to ensure they understand their obligations in handling personal information. Staff will be made aware of best practices for protecting personal data and how to manage confidential information appropriately.

11. Data Breach

In the unlikely event of a data breach involving personal information, FGDA will take immediate action to mitigate any risks to individuals. We will notify affected individuals within 72 hours of becoming aware of the breach and provide details on the steps being taken to address the issue and protect personal data.

12. Review of the Policy

This Privacy and Confidentiality Policy will be reviewed annually and updated as necessary to ensure compliance with applicable laws and best practices. Any changes to the policy will be communicated to students, parents, staff, and other stakeholders.

At **Future Generation Dance Academy (FGDA)**, we prioritize the privacy and security of personal information. By following this Privacy and Confidentiality Policy, we aim to create a trusted and respectful environment where students, staff, and parents can engage confidently with the academy.
