

Privacy Policy for Caister School of Dance

Last reviewed: 03/01/2025

Introduction

Caister School of Dance, led by Principal Sydney Woods, is committed to safeguarding the privacy and confidentiality of your personal information. This Privacy Policy outlines how we collect, use, store, and share your personal data in accordance with the General Data Protection Regulation (GDPR). By enrolling at or attending Caister School of Dance, you agree to the collection and use of your personal data as described in this policy.

Data Controller

The data controller for personal information collected through Caister School of Dance is Sydney Woods, Principal of Caister School of Dance, [07709 030292].

Information We Collect

We collect the following types of personal data from students and their guardians (where applicable) in the course of our business activities:

- Name
- Address
- Contact information (phone number, email address)
- Date of birth (for students)
- Emergency contact details
- Medical information (if relevant for student safety)
- Payment and billing information
- Dance class attendance and progress details
- Photography or video recordings for promotional or educational purposes (with consent)

How We Use Your Data

We use the personal data we collect for the following purposes:

- To manage your enrolment and participation in dance classes and events.
- To communicate with you about classes, performances, and other school activities.
- To process payments for tuition and related services.
- To ensure the safety and well-being of students (e.g., in case of medical emergencies).
- To comply with legal and regulatory requirements, including safeguarding and child protection.

Sharing Your Information

In order to provide the services you have requested and comply with legal obligations, some of your personal data may be shared with the following third parties:

1. Imperial Society of Teachers of Dancing (ISTD)

If you are enrolled in a qualification-based dance programme, we may need to share relevant personal information with the Imperial Society of Teachers of Dancing for the purpose of exam registration, certification, and professional development.

2. Norfolk County Council Licensing Department

We may be required to share specific personal data with the Norfolk County Council Licensing Department, for example, for licensing purposes in relation to performances, events, or safeguarding requirements.

We ensure that any third-party service providers we work with comply with the GDPR and maintain appropriate data protection measures.

Legal Basis for Processing Your Data

We process your personal data based on the following legal grounds under the GDPR:

- **Consent:** Where required, we obtain your explicit consent to collect and use certain personal data (e.g., for the use of photographs or videos).
- **Contractual necessity:** We process your data to perform the contract you have entered into with Caister School of Dance (e.g., providing dance classes, processing payments).
- **Legal obligations:** We may need to process your personal data to comply with legal obligations, such as sharing information with regulatory bodies.
- **Legitimate interests:** We process your data where it is necessary for our legitimate interests (e.g., for administrative purposes, improving our services, and ensuring the safety of our students).

Data Retention

We will retain your personal data only for as long as necessary to fulfill the purposes outlined in this policy, or as required by law. For example, we will retain student records for a period of time after classes or exams are completed to comply with regulatory requirements and to address any future queries or needs.

Your Rights

Under the GDPR, you have the following rights in relation to your personal data:

- **Right to Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You can request that we correct any inaccurate or incomplete personal data.
- **Right to Erasure:** You can request that we delete your personal data, subject to certain conditions.

- **Right to Restriction of Processing:** You can request that we limit the processing of your data in certain circumstances.
- **Right to Data Portability:** You can request that we transfer your personal data to another organization in a structured, commonly used, and machine-readable format.
- **Right to Object:** You can object to the processing of your data for direct marketing or other purposes, based on your particular situation.
- **Right to Withdraw Consent:** If we are relying on your consent to process your data, you have the right to withdraw that consent at any time.

To exercise any of these rights, please contact us using the contact details provided at the end of this policy.

Security of Your Data

We take appropriate technical and organizational measures to protect your personal data from unauthorized access, disclosure, alteration, and destruction. These measures include secure storage systems, encryption of sensitive data, and access controls for staff members.

International Transfers

Your personal data will not be transferred outside the European Economic Area (EEA) unless we inform you otherwise and ensure appropriate safeguards are in place in accordance with GDPR.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be communicated to you in writing or via email, and the revised policy will be posted on our website. Please review the policy periodically to stay informed about how we are protecting your personal information.

Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or the processing of your personal data, please contact us at:

Caister School of Dance
Principal: Sydney Woods BA(hons) AISTD (DDE)
[07709 030292]

This Privacy Policy is designed to be transparent and in compliance with GDPR to ensure that the privacy of all students, parents, and guardians is respected. Thank you for trusting Caister School of Dance with your personal information.