



Ellouise School Of Dance's GDPR Policy (General Data Protection Regulation)

Introduction

Ellouise School Of Dance is committed to protecting all your personal information. We are committed to providing a safe environment for all our customers and anyone who comes into contact with us, both by their physical presence and online. This Privacy Statement relates to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information, including the Data Protection Act 1998 and the General Data Protection Regulations.

Data protection principles

The legislation sets out various data protection principles. These include that personal information is:

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than is absolutely necessary
- Kept safe and secure
- Not transferred outside the European economic area without adequate protection

Your rights

The legislation conveys various individual rights. These include the following:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object

- Rights in relation to automated decision making and profiling

What information does Ellouise School Of Dance have about me?

The legislation requires that there is a clear legal basis for processing personal information. In general Ellouise School Of Dance relies on the individual's consent in order to process their data.

When you/your under 18 dependant participates in or signs up to any Ellouise School Of Dance class, activity or workshop, we may collect and store personal information about you/under 18 dependant. This may consist of information, such as name, email address, postal address, telephone or mobile number, date of birth and any related health issues. By submitting your details, you enable us to provide you with the products or services that you have selected.

When taking pictures of students in class or filming performances, Ellouise School Of Dance will always ask for parental permission. Ellouise School Of Dance may use if permitted the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

Ellouise School Of Dance does *NOT* share your personal information with third parties, unless clearly stated. We do *NOT* sell your data, and neither do we buy data from third parties.

What are cookies and how do you use them?

Cookies are text files that websites place on your own computer to store information specific to you. This website does *NOT* use cookies.

How will you use my personal information?

We may use your personal information for different purposes including:

- Providing you with information about our products, services and activities and/ or the dealing with your requests, enquiries and complaints.
- For 'service administration purposes', meaning that you may be contacted for any reason related to the service or activity you have signed up for (e.g, changing of personal details or details regarding your lesson, etc.)
- If we deem it necessary to use your personal information for reasons other than those indicated above, you will be notified first. You will be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed above.

Ellouise School Of Dance may contact you

- To send you relevant communications for payment of fees and/or changes to classes relating to any service or activity you have signed up for in order to ensure that the best service is delivered to you.
- In relation to any correspondence we receive from you or any comment/complaint that you make us.
- Send any information when requested as a result of you voluntarily contacting us via our website or directly via phone, email or person.

Under 18's

If a young person under the age of 18 provides us with information on an application/ consent form (online or printed), their parent(s)/guardian(s) permission will be sort.

How long will we keep personal information for?

We will only keep the information held about our customers and students for as long as it is required in order to deliver the services we are providing you with.

Where is the information stored?

We use secure technologies to help protect your personal information from unauthorised access, use or disclosure. We store personal information you provide on computer systems which have carefully controlled access and which are located in secure facilities. The security measures described above ensure that all reasonable steps are taken to protect your personal information. However, the nature of the Internet means that an absolute guarantee of security cannot be offered, and, as with all Internet transactions, you should be aware that there may be a small security risk when disclosing information online.

Can i find out what person information Ellouise School Of Dance holds about me?

You have the right to access certain personal information held about you. If you wish to make a Data Subject Access Request, please contact Ellouise School Of Dance.

Legal obligation

We may disclose your information to governmental agencies or entities, regulatory authorities, or other persons in line with any applicable law, regulations, court order or official request.

Ellouise School of dance GDPR policy

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals.

Ellouise School Of dance is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly. Ellouise School Of Dance is registered with the ICO (Information Commissioners Office) under registration reference:

GDPR includes 7 rights for individuals

1-The right to be informed

Ellouise School Of Dance is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth along with any SEND or medical requirements.

We are required to collect certain details of visitors and chaperones to our dance school. We need to know visitors and chaperones names, telephone numbers, and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

Ellouise School Of Dance does not use Cookies on its website nor do we collect data for Google Analytics.

2- The right of access

At any point an individual can make a request relating to their data and Ellouise School Of Dance will need to provide a response (within 1 month). Ellouise School Of Dance 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. The individual will have the right to complain to the ICO if they are not happy with the decision.

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. However Ellouise School Of Dance has a legal duty to keep children's and parents details for a reasonable time, Ellouise School Of Dance retain these records for 3 years after leaving the dance school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records.

Teachers records must be kept for 6 years after the member of leaves, before they can be erased.

This data is archived securely onsite and shredded after the legal retention period.

4- The right to restrict processing

Parents, visitors and staff can object to Ellouise School Of Dance processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5- The right to data portability

Ellouise School Of Dance requires data to be transferred from one IT system to another; such as from Ellouise School Of Dance to the Local Authority, for performance BOPA licences. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6- The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

7- The right not to be subject to automated decision- making including profiling

Automated decisions and profiling are used for marketing based organisations. Ellouise School Of Dance does not use personal data for such purposes.

Storage and use of personal information

All paper copies containing personal information are kept in a locked filing cabinet at 15 Aynsworth Avenue. These records are shredded after the retention period.

Information regarding personal data is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms.

Information regarding personal data, documents include data such as children's names, date of birth, contact numbers and sometimes address. These records are shredded after the relevant retention period.

All personal data collected by Ellouise School Of Dance of those on the waiting list, will be disposed off accordingly, including hard copies that will be shredded. If the child does not attend the school or added to their files.

Ellouise School Of Dance stores personal data held visually in photographs or video clips or as sound recordings, and written consent has been obtained via the photo and video consent form/permission to Perform agreement form. No names are stored with images in photo albums, displays, on the website or on Ellouise School Of Dance social media sites.

Access to all Ellouise School Of Dance computers are password protected. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that's Ellouise School Of Dance must

- Manage and process personal data properly.
- Protect the individual's rights to privacy.
- Provide an individual with access to all personal information held on them.

Last reviewed and updated: April 2025 by Ellouise Wilson of Ellouise School Of Dance.