

Data Protection Policy

Tanya Horne Dancers Parents Association

Tanya Horne Dancers PA takes the security and use of the information you give us very seriously.

Our data protection and privacy policy monitors our everyday business activities.

Here is a summary of our data privacy principles in simple language:

- We will collect the information we need from you to get the job done.
- We will use your email and postal address details to provide you with essential paperwork – confirmation of entry, return of prizes and other notifications.
- We will use the phone number(s) you provide to contact you when we need to get hold of you urgently.
- We take just as much care over information relating to people under the age of 18.
- We pledge to keep our contact information up to date.
- Personal Data is only stored for a period of 12 months past current use.
- We will take care to protect and secure the information you give us – in electronic format, this means we will back it up and ensure that access is only given to authorised people in the course of School business. In paper format, this means that anyone who is given personal information is also charged with keeping that information safe and returning it to the appropriate person for filing in a secure location.

Data Protection

We take all industry advised precautions to protect any and all submitted and stored data, however Tanya Horne Dancers PA accepts no responsibility for loss of data caused by persons with malicious intent, computer attack or infection.

Data Collection:

Personal identification information.

We may collect personal identification information in a variety of ways, including, but not limited to, details contained on forms and in connection with other activities. Details such as names, email addresses, mailing addresses and phone numbers may be requested and stored. We will collect personal identification information only if it is voluntarily submitted and accept that members may refuse to supply personal identification information.

Data Controller:

The Data controller is Tanya Horne School of Highland Dancing Ltd.

Contact TanyaHighlandDance@gmail.com directly to clarify.

Purpose of Data Collection:

Data is collected for a variety of purposes:

- Business Administration.
- Facilitate a response to queries.
- Pre-entering data to office systems to expedite sign up processes.
- Improving our services and systems, as well as to allow us to provide requested services.
- To improve customer service.
- Information you provide helps us respond to your customer service requests and support needs more efficiently.
- To process payments.
- We may use any information provided when placing an order only to provide service to that order. We do not share this information with outside parties except to the extent necessary to provide the service.
- Marketing: Use of images collected by Tanya Horne Dancers PA with express consent.
- To send emails and confirmations.
- We may use the email address to send user information and updates pertaining to their order. It may also be used to respond to their inquiries, questions, and/or other requests. If a user decides to opt-in to our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time the user would like to unsubscribe from receiving future emails the user

may contact us.

Data Categorisation:

Personal – any data which could be used to personally identify an individual. Including names, postal address, telephone/email, IP Address.

Personal & Sensitive – Personal information which includes DOB

Sharing your personal information

We do not sell, trade, or rent any personal identification information to others.

How we protect your information – Data Retention & Security

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information.

Additionally:

Personal Data is only stored for a period of 12 months past current competition. Data may be anonymised and stored for longer periods to facilitate business review and development.

Personal Data stored offline is protected by password and encrypted.

Tanya Horne Dancers Parents Association holds an internal Data Breach Policy and Procedure and will act accordingly in the event data is compromised.

Right to withdraw Consent:

Consent can be withdrawn at any time. This request should be submitted electronically to tanyahornedancers@hotmail.co.uk The request will be also passed by the franchise to any 3rd party data controllers. Tanya Horne Dancers Parents Association will remove or anonymise all stored data from all systems within 10 working days. Should the right to withdraw consent relate to use of images please include as much information & URL Links as possible in order to help with the request.

Right to complaint:

Should you believe Tanya Horne Dancers PA have not acted in a fair, proper and safe manner regarding personal data you may submit a complaint to the supervisory authority.

The Information Commissioner's Office

Water Lane, Wycliffe House

Wilmslow – Cheshire SK9 5AF

Tel. +44 1625 545 745

e-mail: international.team@ico.org.uk

Website: <https://ico.org.uk>

Please also contact Tanya Horne Dancers Parents Association

tanyahornedancers@hotmail.co.uk

Changes to this privacy policy

Tanya Horne Dancers PA has the discretion to update this privacy policy at any time. When we do, we will pin a new version on the website www.tanyahornedance.com for all to see. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

Your acceptance of these terms

By entering our competition, you signify your acceptance of this policy.

Express consent for use of sensitive personal data is requested at point of submission.

Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

Tanya Horne Dancers Parents Association

A: 2A Sinclair Street, Halkirk, Caithness KW12 6XZ

E: tanyahornedancers@hotmail.co.uk

T: 07709109292

Should you have any questions regarding the use of your data by Tanya Dancers PA you may also contact us directly, via our facebook page.

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