



Privacy Policy for The Miss Breeze School of Dance

At The Miss Breeze School of Dance, we are committed to protecting and respecting your privacy. This policy explains how we collect, use, and protect the personal data of our students and their parents or guardians in compliance with UK GDPR rules.

Information We Collect

- Student details: Name, date of birth, gender, and attendance records.
- Parent/guardian details: Name, home address, email address, and phone numbers.
- Medical information: Relevant allergies, medical conditions, or injuries to ensure student safety during physical activity.
- Media consent: Photographs and videos taken during classes or shows (collected only via explicit, opt-in consent).
- Financial records: Payment history and billing status. We do not store credit or debit card details, as these are processed securely by our third-party payment providers.

How We Use Your Data

- To manage class registrations, timetables, and everyday school administration.
- To contact parents or emergency contacts immediately in an urgent medical situation.
- To enter students into dance examinations, awards, or external performances (shared only with the relevant external examination boards with your permission).
- To share necessary details with local councils to obtain a Body of Persons Approval (BOPA) or individual child performance licences so students can legally participate in school shows and public events.
- To send essential updates regarding term dates, fee invoices, and schedule changes.
- To send marketing emails about our upcoming events, shows, workshops, and holiday camps (sent only where you have opted in or where permitted by law as an active customer).

Third-Party Data Sharing & Systems

We use specialised software to help run our school. Your data is handled by:

- DanceBiz: We use the DanceBiz school management platform to securely store your registration details, manage attendance, handle communication, and track invoices.

- **Payment Processors:** Any financial transactions are handled securely by our linked third-party payment processors.
- **Local Authorities:** We share mandatory child data with the relevant Local Council or local education authorities to apply for performance licenses and BOPA exemptions required for our stage productions.
- **Exam Boards & Event Venues:** Student details are shared with external bodies only when required to register for examinations or performances.

We never sell your data or share it with third parties for their own independent marketing purposes.

Data Storage and Security

- All digital records are stored securely within DanceBiz and other password-protected systems, which are only accessible by authorized school management.
- Any physical enrolment or medical forms are kept in a secure, locked location.
- General student names, class histories, and contact information are kept for 3 years after leaving to assist with certificates or return queries.
- Billing details, invoices, and transaction records are kept to comply with HMRC tax requirements.

Your Rights

Under UK data protection laws, you have the right to:

- Request a copy of the personal data we hold about you or your child.
- Ask us to correct any inaccurate information or update your details.
- Request the deletion of your data once your child is no longer enrolled, subject to legal record-keeping requirements.
- Withdraw your consent for photography, filming, or marketing at any time. You can opt out of marketing emails instantly by clicking the 'unsubscribe' link in any promotional message.

Contact Us

For any questions regarding this policy or to exercise your data rights, please contact us at info@missbreezedance.co.uk.