

Privacy Notice and Data Protection Policy

Date 16/05/2018:

Written by Wendy Burke of Generations Dance Academy

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REGISTRATION : On registering with Generations Dance Academy (GDA) permission has been sought to hold information on you/your child or children.

DATA COLLECTED: Students name, address, age, date of birth and contact details of parents which includes phone numbers and email address. Any Relevant Medical conditions and medication required for the activities undertaken by GDA. This information is purely for our contact with you about events and information regarding the school or in case of an emergency.

We also sought permission for the occasional necessary physical contact with students for the purposes of correction or help with a movement. Also the use of photography and video to be used as a teaching aid which may occasionally be shared on social media in a promotional capacity.

When you make a card payment to GDA and input your email address in order to receive a receipt our card machine provider IZettle records partial card details and your email address for future purchases with the same card. The IZettle policy can be reviewed via this link <https://www.izettle.com/gb/help/articles/2258543-how-izettle-processes-contact-details-of-cardholders>

DATA STORAGE: All data is stored online and only accessed via a password by three people, Jessica Burke, Rebecca Phillips and myself, Wendy Burke. We are now advised to keep paper documentation as proof of consent so these are being housed in a lockable cupboard.

DATA SHARING: We only share data for the following reasons:-

- 1 If you have given permission via an Exam Entry form for you/your child to take part in an exam session.
- 2 If you have given permission in writing, usually via email, for your child to be entered into a competition as a Troupe or Ballet Company member.

For examinations we share the student's age, name, gender and ethnic background with the Royal Academy of Dance and The Imperial Society of Teachers of Dancing.

For Competitions we are not generally asked for anything more than students name and age. However very occasionally we are asked to put a contact email. If you do not wish us to give this, please inform us and the information will be withheld.

IN THE END: If you no longer attend classes and no longer wish to receive emails from us please hit the unsubscribe button at the bottom of our information emails. We then receive notification of this and can shred the paper registration and consent form handed in by yourself when you joined the school. We can only do this if you unsubscribe.