



Jets Dance Centre - Data Protection Policy

Statement

Jets Dance Centre is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

Jets Dance Centre are proud to have an Information Commissioner's Office (ICO) Certificate under registration reference: ZB988061. This is a certificate showing that our processing of any personal data we hold complies with the General Data Protection Regulation (GDPR) requirement.

The Data Protection Act (DPA) 2018 gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

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

About this Policy

This policy explains when and why we collect personal information about our students, how we use it and how we keep it secure and your rights in relation to it.

We collect, use and store your personal data, as described in this Data Protection Policy.

We reserve the right to amend this Data Protection Policy where required or appropriate without prior notice.

We will always aim to comply with the GDPR when dealing with your personal data. Further details on the GDPR can be found at the website for the ICO (www.ico.org.uk)

What Information we collect and why

Jets Dance Centre collects and uses personal information to operate and provide our service. Information held is used for business purposes, administration, keeping parents and students informed, making sure the needs and welfare of the student is met, entering students for exams, emailing information such as newsletters, school news, exam and show information. Please ensure all contact details/personal information are kept up to date.

We collect this information through a registration form, via emails and other checks with parents/careers.

This personal information includes:

- Student's full name, Address, Date of Birth, Parent/Carer name, Parent/Carer phone number, Email address.
- Medical Information, any medical conditions/health issues/allergies/special needs we should be aware of and any medication they might need to take whilst in our care.

Photographs and video footage of students may be used for our website, press, marketing, promotional, as a learning tool and our social media pages including Facebook, Twitter & Instagram. We would ask for permission prior to posting photos and/or videos.

How we protect your personal data

Currently it is necessary for us to have contact and emergency contact details at all classes. All personal and emergency contact details are on devices which are password protected.

Please note that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data, which might expose you to serious risk over the internet this can never be guaranteed to be 100% secure.

Who else has access to the information you provide us?

We will never sell your personal data. Information will not be passed onto third parties and will be kept confidential, except where the law allows or requires, or where you have given your permission to do so.

If your child is taking an IDTA examination then these boards will require your child's name and age.

How long do we keep your information?

We will hold your personal data on our systems for as long as you or your child is a student at Jets Dance Centre and for as long afterwards as it is deemed necessary. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data. We will only retain your personal data to the extent that we are required to do so by law or in order to be able to comply with future legal obligations.

Your rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself in certain circumstances.

If you want to exercise your rights send an email to Jetsdancecentre@gmail.com and we will provide full disclosure of what we have. If you believe we have information we should not be keeping, or it is out of date or otherwise wrong, please let us know and we will take appropriate action.

Roles & Responsibilities

The nominated team member to deal with Data Protection (GDPR) from now until the next review is:

Paul Coggins

This policy was reviewed on 21.09.22

For more Information, please contact us @ Jetsdancecentre@gmail.com or on 07966621333