



Privacy Policy

Information we will collect and process:

- Name
- Address
- Date of birth
- Contact phone number for parent/guardian
- Contact email address for parent/guardian
- Emergency contact name and phone number
- Relevant medical information
- Exam results

How your information is stored

All information is securely stored on the schools password protected database. Hard copies of registration forms and filed in a lockable filing cabinet in the principal's office. Information is also processed through the schools email account and website, provided by www.123-reg.co.uk.

What information is shared

Information about pupils is shared with the Imperial Society of Teachers of Dancing (ISTD) for the purpose of exam registration and entry only, this will include pupils name and date of birth. We are confident that the ISTD are fully compliant with the latest General Data Protection Regulations. Pupils and parents will be made aware when information is due to be passed on with the right to withdraw at anytime. On occasions information may be needed for other events pupils take part in such as shows run by other schools. Should this be the case you will be informed prior to sharing and consent will be needed before is needed to be shared elsewhere, i.e. with venues or organisations for shows, we will inform you of this and gain your consent for this information to be shared.

How to request a removal or change to the data we hold

Pupils, parents and guardians have the right to have their data removed at any time. Please send your request for erasure to kelly@dancegen.co.uk. If you wish to update your data at any time, please do this via email to kelly@dancegen.co.uk or request a new registration form in class.

How long we hold the data for

Pupil's data is stored for 3 years upon leaving the school unless requested otherwise. Financial records and any first aid or safeguarding concerns are kept for 21 years due to legal reasons. We will remove as much identifying information as possible in these cases.

When will we contact you

We will contact you throughout the term with any relevant school running information, this could include things such as upcoming exam sessions, workshops, unplanned changes to venue or times, a performance invitation etc. At the end of each term you will be contacted via email with an invoice for the following term and updated newsletter. If you wish to discuss when and why you are contacted by the school please speak to Kelly Simpson and your requirements can be put in place.

Photographs/Videos

We take photos and videos of the pupils to share on the website, social media and for marketing materials such as leaflets and programmes to showcase the school. We will never attach identifying information to these photographs or videos. You will be asked for photograph and video consent when registering however you have the right to remove this consent at any time.

Parents & Guardians are refrained from posting any photos or videos on social media that may include other pupils without their consent or without blurring them out. Please note that we cannot be held responsible for photos and videos taken by the public at events not in our control such as such as school fetes performances.