

# DANCE JAM ACADEMY

## PRIVACY NOTICE - HOW WE USE DATA

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**Dance JAM Academy collect Personal and Sensitive data as part of our requirements of business. We are committed to the protection of all data for which we hold responsibility.**

**Dance JAM Academy complies with the Principles of the Data Protection Act 1998.**

**<https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>**

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THE CATEGORIES OF DATA THAT WE COLLECT, PROCESS, HOLD AND SHARE ARE:

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1. Pupil Date of Birth
2. Address and E-mail
3. Phone Numbers of contacts
4. Medical Consent and Health Data

### WE USE THIS DATA FOR THE FOLLOWING PURPOSES

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1. We use Pupil Date of Birth for ascertaining which class a pupil should be put into and for examination entry.
2. We use Address and E-mail for invoicing purposes, class updates, general correspondence and course advertising.
3. We use phone numbers for contacting in case of emergency and for other essential dance school matters.
4. We are aware that health data is classed as sensitive data and we use this for public performance Body of Persons approval and licence from local authorities.

### THE LAWFUL BASIS FOR USING THIS INFORMATION:

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We collect and process data as per Article 6 of the GDPR which covers lawful processing .

We collect and process sensitive (special) data as per Article 9 of the GDPR.

For definitions of Personal and Sensitive (Special) Data please see the ICO definition:

<https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>

Any proposed change to the processing of individual's data shall first be notified to them.

### STORING DATA

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- We hold data in the form of paper records and electronic records.
- The company recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.
- All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.
- After shows medical/health data is shredded securely as are registration forms that are no longer needed.

## WHO WE SHARE INFORMATION WITH

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We routinely share information with:

- A company called Dance Biz
- Examination Boards
- Herts or Essex County Council (we are required to supply them with a Body of Persons licence) with the name, Date of Birth and Postcode of each student prior to a show.

## REQUESTING ACCESS TO YOUR PERSONAL DATA

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Under data protection legislation, all data subjects (staff, clients etc) have the right to request access to information about them that we hold. To make a request for your personal information, please contact **julie@dancejamacademy.co.uk**

**Please note that we will answer requests for personal data within 30 days of receipt of the request form.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## CONTACT

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If you would like to discuss anything in this privacy notice, please contact:

Julie McPartland

Principal - Dance JAM Academy

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