



www.lucindawalshschoolofdance.co.uk • Lucinda@lucindawalshschoolofdance.co.uk • 07766446353

LUCINDA WALSH SCHOOL OF DANCE PRIVACY POLICY

Lucinda Walsh School of Dance will collect information relating to the individual student via the registration form handed out within your first trial lesson. We will collect full names, DOB, address, telephone numbers, email addresses, relevant medical details and emergency details. In addition we ask permission for photos and film to be taken of the individual. The individual has the right to deny us any of the above information. All information provided by the individual to Lucinda Walsh School of Dance will only be used as a means to understand our students needs/requirements for their time within classes and events.

Lucinda Walsh School of Dance's data processor and controller is listed as Company Director Lucinda Walsh.

Storing Information

Security of your data is paramount to Lucinda Walsh School of Dance and as such will be stored safely and in line with GDPR regulations.

- Paper registration forms will be stored in a locked file and only accessible by company director.
- This data is stored electronically on our admin software DanceBiz which is a secure programme and is compliant with GDPR regulations. This programme is only accessible by the company director.

Information will only be accessed by the above at any given time and will not be shared with others apart from the following situations:

- **Class Registers** – Full names, age and emergency number will be listed on registers that are given to respective teachers to use in class time. Any students without photo permission will be made known to the teaching faculty. The registers are locked away securely between classes. Teaching staff do not have student/parent numbers saved to their phones or any other personal details.
- **Exam Documentation** – Full names, IDTA pin and DOB will be listed on the IDTA examination forms. This information has to be shared with our exam board (IDTA). They are fully GDPR compliant. Forms are then returned to students with their certificate. Lucinda Walsh School of Dance will keep on file examinations taken and level obtained for future reference when entering candidates for examinations.
- **Performances** – Full names, DOB/age and address will be listed on child licenses/exemption forms and will be shared with the local authorities to obtain the license. When an external event this information is sent to the authority via the event organisers.

Approved teachers for accessing student emergency details on show days, events and examinations:

Lucinda Walsh

Sarah Davies-Blackman

Alana Hawksworth

Virginia Walsh

Visiting Teachers: Hayley Smith, Hayley Green, Kelly Trigg

These individuals have signed a processor/controller agreement in their capacity as a freelance dance teacher/volunteer for Lucinda Walsh School of Dance.

Email

Lucinda Walsh School of Dance will use your email address to send out term information and alert you to events and opportunities coming up within the company. Group emails are sent out via the DanceBiz system which is GDPR compliant.

Your details will not be used for any material not relating directly to the company and its events. You are free to unsubscribe from all newsletters that are sent out.

Social Media

Lucinda Walsh School of Dance have a Facebook and Instagram business account. These social media outlets are used to promote the company and its classes. We may occasionally use photos of our students (with prior consent gained from registration forms).

First Aid Treatment

Information completed after being treated will be held in an accident book which will be locked away with the registration forms.

Right to be Forgotten

Upon termination of your contract with Lucinda Walsh School of Dance (ie you leave the dance school) all information will be deleted from the files and paper forms will be shredded. This process will be completed every half term break. You as an individual have the right to request this process to be completed sooner by emailing the company director on Lucinda@lucindawalshschoolofdance.co.uk. Alternatively you may request to have your registration form returned to you.

Last reviewed: 11th June 2018