



“Privacy Policy”

YOUR PERSONAL DATA:

What we need

The Dance Collective will be what’s known as the ‘Controller’ of the personal data you provide to us. We will collect certain data about you/ your child including name, address, email, date of birth, medical conditions and any other personally identifiable information that is deemed relevant to the business.

Why we need it

We need to know your personal data in order to allow us to properly and safely operate our business. In particular, The Dance Collective will use the data to contact you in relation to news, updates about classes/workshops/courses, information relating to lessons/ exams/ performances, invoicing, emergency notifications (such as changes to planned lessons), records of invoices paid and outstanding (and any agreed payment terms) and any other information relevant to the business. We also need to ensure that any staff employed by The Dance Collective are made aware of any medical condition(s) that you or your child may have to guarantee a safe teaching environment. We will only collect the personally identifiable information that you provide us with as part of the enrolment process.

What we do with it

All the personal data we process is processed by The Dance Collective in the UK. No third parties have access to your personal data unless the law allows them to do so. We will not share or sell your data to any third party. However, we do share essential personally identifiable information with the Royal Academy of Dance for the purposes of examinations and assessments as part of the RAD curriculum offered by The Dance Collective.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

How long we keep it

We will keep your personal data (name, address, contact details) for the duration of your time with The Dance Collective and thereafter for a minimum of 2 years, after which time it will be destroyed.

What are your rights?

If at any point you believe the information that The Dance Collective holds on you is incorrect you can request to see this information and have it corrected or deleted. Except in circumstances where we have a legal obligation or justification to retain data. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe that we have not processed your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).