

Data Protection Policy

This notice is in place to inform our customers of how we, Taylor Dance, may collect, use, and protect their personal data. Taylor Dance is committed to protecting any personal information you share with us. We operate in accordance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) which came into effect on 25th May 2018.

We will not collect any information other than what is lawfully relevant to registration as a Taylor Dance pupil or for participation in any Taylor Dance related event (to include but not limited to: classes, rehearsals, exam sessions, performances, events, competitions, school outings, auditions, dance parties, workshops) with the child's safety being of paramount importance.

It is the right of anyone required to submit personal data to Taylor Dance to understand what personal information we collect and why, how we use and store that information and how we dispose of that information should you leave the school, no longer use our services or should any of your details change.

We aim to operate fairly and with complete transparency meaning you can contact Taylor Dance at any time to confirm what personal data we hold and to ask us to remove any information you do not wish for us to have. If you ask for your data to be removed, we will keep the minimum amount of information to ensure we adhere to your request. Please note however that we may have a lawful reason to hold or use the personal data in question, which does not require consent.

To view, update or remove any information please email admin@taylordance.com. Requests for full details held by us will require proof of identity.

Why do we need your data? We use it to create and maintain our class schedules, invoice you for class and other fees, enable us to enter your children for exams and competitions, and to contact you about dance school matters and in case of emergency.

How do we ensure data accuracy? Our aim is to keep all information up to date and as accurate as possible and we therefore kindly ask your assistance in this matter by ensuring you always inform us at admin@taylordance.com of any changes to important details such as names, contact details (telephone number, emergency contact, address, email address), medical conditions/injuries and any other information that could be relevant to the admin team and teachers (for example, a bereavement or school related incident that could affect the child physically or emotionally in class and requires extra care by the teacher)

How do we keep it safe? All software to manage the Taylor Dance business is secure, password protected, cloud-based and fully GDPR compliant. Details can be provided on request. User access is controlled and available at a range of user levels.

Who do we share it with? Taylor Dance will ensure your personal details will always be treated in strict confidence and will not be passed on or sold to any other organisation or third party (including other members of the school) without your consent or without a legitimate reason as is lawful and relevant to your child's enrolment. Most of our communications will be via email and your email address will never be displayed within a group email. Your data may be shared:

- With Taylor Dance employees and self-employed teachers who only have access to the data they need to do their job
- With exam boards
- For invoicing and accounting
- With prior permission only, we sometimes use student photos and video material on our website and

- social media, in marketing materials, and very occasionally a photo might appear in the press. We will never provide any personal details, other than the child's first name. We will remove or edit any media containing images of your child that you ask us to
- In video recordings of and photographs taken at dance shows. As these are available for sale and due the complexity of excluding individuals from a recording, participation in the event requires prior photographic permission

What happens to your information if you leave Taylor Dance? When a child leaves the school all personal information (paper and electronic) is archived in case of return. You will need to inform us by email with a request for your personal information to be deleted and/or destroyed. Names are retained on past registers and invoices remain within our system. These are accessible by members of the Taylor Dance team on a need to know basis only and an auditor/accountant where required. All such information continues to be held in accordance with the GDPR.

Marketing information Our newsletters and emails only ever contain information of direct relevance to enrolled students. We never send communications to anyone other than enrolled students. On this basis we do not ask you to actively confirm your desire to opt in.

Your obligation to provide information to us Medical Information is required to ensure your child is kept safe and healthy within class and so that relevant information can be shared with paramedics or medical professionals should an emergency arise. It is the parent/guardian's responsibility to keep Taylor Dance informed and up to date with all relevant information as detailed below. We will not be able to proceed with the enrolment of a child where the responsible parent/guardian does not consent to medical information appearing on the register.

Allergies, Medical and/or injury Information, Learning difficulties,

It is the responsibility of parents/guardians to let the school know about any ALLERGIES, MEDICAL INFORMATION/INJURIES, LEARNING DIFFICULTIES

- Please let us know if your child is allergic to any foods which they may come into contact with, in-between classes, rehearsals, summer school or other event at which we, Taylor Dance, have responsibility in loco parentis.
- The responsibility lies with the parent/guardian as to the fitness of the child to attend class and you must inform the school if your child has an injury or medical condition, physical or psychological, which may affect his/her ability to perform in class
- It is important that teachers and staff are aware of any learning difficulties your child may have, to ensure that we can provide the best possible teaching methods to help support your child's needs.