

NORTHAMPTONSHIRE
— SCHOOL OF —
DANCE
PRIVACY NOTICE

Northamptonshire School of Dance is committed to protecting and respecting your privacy.

This Privacy Notice explains:

- how, when and why we collect personal information
- how we use the information
- how long we keep it
- when and how we may share it with others
- how we keep it secure, and
- your privacy rights and how the law protects you

We only use personal information if we have an appropriate reason (lawful basis) to do so.

How do we collect information from you?

We may obtain information about you when you:

- complete an online, electronic or paper application form
- speak to us on the telephone or in person
- email us
- visit our website(s)
- make a payment or donation
- make a booking for an event, class or workshop
- complete a survey online or paper version

(The above list is representative, not exhaustive.)

What type of information is collected from you?

The personal information we collect may include your:

- name
- date of birth/age
- gender
- home address
- email address
- telephone number
- nationality
- school attended

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- health or disability information (or other 'special data')
- emergency contact name, number and relation to you
- membership of professional bodies or associations
- dance teaching experience and/or skills, qualifications (dance, dance teaching, languages etc.)

(The above list is representative, not exhaustive).

How is your information used?

We use your information to:

- process an application that you have made for an activity (class, course, examination, workshop) or event
- process an order for a product or other service
- process a payment (or credit) for a product or service
- process entries for examinations, competitions or events
- seek your views or comments on the services we provide
- notify you of changes to our services
- send you communications/publications which you have requested and that may be of interest to you, which may include information about new products, services, events, and activities
- handle an enquiry or complaint you have made
- invite you to attend a class, workshop, event
- to contact you in an emergency situation.

(The above list is representative, not exhaustive).

How long is your information kept?

We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations, for example, all financial records are held for 7 years. In other areas of the business we hold your personal information on our systems, only for only as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.

Who has access to your information?

We DO NOT sell or rent your information to other organisations.

We DO NOT buy or rent information from other organisations.

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We may pass your information to third party service providers, agents, subcontractors or other associated organisations. This is only done when stated and for the purposes of completing tasks and providing goods and services to you on our behalf.

When we do this, we disclose only the personal information that is necessary to deliver the service and we have an agreement in place that requires them to keep your information safe and secure and not to use it for any other purpose.

Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. In all other instances, we would only share your information with another party, if you have given your explicit permission to do so.

Questions and complaints

Any questions regarding this Privacy Notice and our privacy practices should be sent by email to admin@northamptonshiredance.co.uk.

If you have a complaint about our privacy practices and the way we have collected, used, retained or disposed of your information please contact admin@northamptonshiredance.co.uk. Alternatively, you can contact the Information Commissioner's Office to report a concern by calling their helpline on 0303 123 1113 (in the UK). Alternatively, you can contact the equivalent national privacy authority in your country, if outside the UK.

Privacy Notice review

We review this notice annually or as and when changes in legislation or internal procedures require it.