

Privacy Policy

Elevation Dance will control your personal data in accordance with the Data Protection Act 1998, and the General Data Protections Regulation from the 25th May 2018.

This dancing school has what is referred to as having a “legitimate interest” in the personal data we collect from you and about you.

The ‘what’ and ‘why’ of collecting your personal data

- We need to be able to communicate with our students and their parents/carers to ensure that they are informed about all matters within the dancing school by which they are affected. This includes examinations, performances, fees, school terms.
- We need to be able to contact you if there is an emergency when dancers are on the premises without their parents/ carers.
- It is essential that we know of any health conditions or learning disabilities. This will help us to understand and best support our dancers, and respond accordingly. You must inform us if dancers need any medication with them.
- We need to know the date of birth of dancers for examination registrations and to assist us with class scheduling.

Sharing of your data within the dancing school

- Your data will be held within a password protected online system. This software is GDPR compliant, and will only be accessed by teachers.
- You may choose to pass your telephone number or email address to teachers with whom you need to arrange additional lessons or discuss matters relating to classes they teach or other matters relating to the dancing school.
- You will have the option for your email address to be shared with other members of the class for arrangements of matters relating to your class.
- Exam time tables and class lists sent out by email will give names of candidates as this is necessary to inform class members and examination candidates of their groupings and everyone within the group is known to each other.

Sharing of your data outside the dancing school

- For students to take examinations, it is necessary that we share your information with The British Theatre Dance Association/Graded Qualifications Alliance. Students who have a UCL (Unique Learning Number - usually given when students begin GCSE

work) will need to inform us, or the BTDA of this number, so that credits awarded for BTDA exams can be added to your academic record. Please refer to the BTDA Privacy Notice in respect of their treatment of registered examination candidates' data.

- It may be necessary for us to share information with examiners, e.g. learning disabilities, deafness etc
- From time to time, the Nottingham City Council may request information about the ethnicity and area of habitation of groups using Sherwood Community Centre for Statistics and Equality and Diversity Monitoring. No personal data of this kind would be shared, only totals.

Personal data such as addresses, telephone number, date of birth, email address will be deleted within three years of students leaving the dancing school.

Examination results lists will not be deleted, as students may well wish to acquire a list of their achievements at a later date.

What are your rights?

You have the right to:

- request a copy of personal information Elevation Dance holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data
- object to processing
- request your data to be ported.

Elevation Dance is obliged to respond within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

For the purposes of this Privacy Notice Elevation Dance is a 'data controller' under the terms of the Data Protection Act 1998. As a data controller Elevation Dance is required to determine the purpose(s) for which 'personal data' (information about individuals from which they can be identified) is processed and the way in which that processing is undertaken. It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.