



Footloose Dance School

Sue Smith F.I.D.T.A 07854 848 807 www.footlooseschoolofdance.co
57 Ferrers Avenue, West Drayton, Middlesex, UB7 7AB

Data Use Policy

We will require all parents/legal guardians/carers and individuals of age to give permission for use of name, photo and/or videos on the following: social media platforms, website, promotional material, examinations, invoicing and show material.

Once we have confirmed your place in a class, you will receive a welcome pack with the relevant agreements for you to sign and return. In order to participate in classes all forms must be signed and returned and any changes to this consent must be confirmed in writing.

We use photos and videos as teaching aids and also on our social media and both printed and online advertising.

By allowing us to take any images or videos you grant Footloose School of Dance full rights to use the images/videos for fundraising, publicity or other purposes to help achieve the groups' aims. This may include (but is not limited to), the right to use them in our printed and online publicity, social media, press releases and funding applications.

GDPR and Privacy Policy

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws. This privacy notice is to inform you what personal data we collect, why we collect it, how we use it, who it is shared with and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide teaching that is tailored to meet your child's individual needs.

Details we collect about **your child** include: name, date of birth, address including postcode, health and medical needs, development needs and any special educational needs.

Details we collect about **you** include: name, home address including postcode, phone numbers, email addresses and emergency contact details.

It is particularly important to make us aware of any court orders pertaining to your child, or if parental/guardianship responsibility differs from your registration details.



Footloose Dance School

Sue Smith F.I.D.T.A 07854 848 807 www.footlooseschoolofdance.co
57 Ferrers Avenue, West Drayton, Middlesex, UB7 7AB

Why do we collect this information? And how do we use it?

- To contact you in case of an emergency
- Keep you updated with the relevant information
- To send invoices
- Enter your children for examinations
- Fulfil the licensing agreements for required performance events
- Maintain our own accounts and records

Who is this information shared with?

- Teaching and administrative staff
- Examining boards – IDTA
- Local Authority for children's performance licensing
- Competition organisers
- Theatres
- Filming companies (where performances are filmed)

We will also share your data if...

- We are legally required to do so, for example by law or by court
- We need to enforce the terms and conditions of your contract with us
- We need to protect your child by informing the relevant emergency services

Why we may contact you...

- Invoices for classes
- Newsletters
- Dance related opportunities
- Performance information
- Examination entries and results
- Holiday courses
- Dance rehearsals

We will NEVER share your data with any other organisation to use for their own purposes



Footloose Dance School

Sue Smith F.I.D.T.A 07854 848 807 www.footlooseschoolofdance.co
57 Ferrers Avenue, West Drayton, Middlesex, UB7 7AB

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost or misused in a number of ways:

- Storing printed copies of your information in locked cupboards
- Storing electronic copies of your information on password protected computers
- By making staff aware of their responsibility of keeping class registers on their person and not left unattended

Your rights with respect to your data...

You have the right to:

- Request access, amend or correct your/your child's personal data
- Request that we delete or stop processing your/your child's data
- Be informed (the purpose of this Privacy Policy)