



Privacy Notice as of May 2018

This Privacy Notice describes how we collect and use personal data about yourself and your children.

North Central Herts School of Dance (NCH) of 8 North Close, St Albans, Hertfordshire, AL2 3HB. NCH is a "data controller". This means that we are responsible for deciding how we hold and use personal data about parents/guardians and pupils. We are required under the General Data Protection Regulation 2016 (GDPR) to notify you of the information contained in this Privacy Notice.

1. What kinds of personal data about you do we process?

We will collect, store, and use the following categories of personal data:

- Personal contact details including title, names, addresses, telephone numbers and email addresses of parents and guardians
- Payment and fee details
- Date of birth, gender and medical history of pupils
- Photographs that have been taken with parent/guardian consent for promotional use and only to be shared to parents/guardians as printed copies after purchase
- Video footage of stage performances with content protected by the filming company's privacy policy
- Physical statistics of the pupils including height, body measurements, skin, hair and eye colour

2. What is the source of your personal data?

Most of the personal data we collect, store and use about you will be provided by you (or third parties authorised by you) as follows:

- As a part of the registration of your child
- Information provided when the pupil takes part in a performance on the 'care form'
- Because of a direct relationship between NCH and yourself

3. How will we use your personal data?

We will use your data primarily for contact outside of lessons. The processing of your personal data is also necessary for our legitimate interests of running a small business.

- Keeping you up to date with class information, examinations and performances
- Contacting you in an emergency involving your child
- Contact regarding fees and payments
- To put the pupils forward for performances outside of NCH
- Business management and planning

- Updating our records
- Dealing with any legal disputes involving you and/or our employees
- To monitor and keep record of our communication with you and our staff
- Accounting and auditing of our business
- To comply with any obligations under employment law and/or under the Employment Agency Standards
- Consent for direct marketing

Change of purpose

We will only use your personal data for those situations listed above, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, where this is required or permitted by law.

4. How will we use particularly sensitive data about your child?

There may be times where more sensitive data needs to be shared with third parties. This is data you have provided and is only shared when necessary:

- Medical conditions and history is shared with other supervising adults during rehearsals or performances to protect the child's health
- Medical conditions and history is shared in the case of an emergency

Personal data is only shared with third parties on these occasions and in the event of an emergency.

5. What should you do if your personal data changes?

Please let us know of any changes to your personal data. This can be in person or using any of the means of contact stated on this notice.

6. How do we keep your data secure?

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. All of our records have been updated and only the necessary data is stored with all other data being safely removed. We have put in place procedures to deal with any suspected data security breach and will notify you where we are legally required to do so.

7. For how long do we retain your personal data?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

If yourself and your child terminated your relationship with NCH your personal data would be removed within 12 months of your final contact.

8. Your duty to inform us of any changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with NCH.

9. Rights of Access, Correction, Erasure, and Restriction

Your rights in connection with your personal data

Under certain circumstances, by law you have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

- **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.

- **Request the restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data, for example if you want us to establish its accuracy or the reason for processing it.

- **Request the transfer** of your personal data to another party.

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact NCH in writing.

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

10. Your right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact NCH. Once we have received notification that you have withdrawn your consent, we will no longer process your personal data for the purpose or purposes you originally agreed to, unless we have another legal ground for doing so in law.

11. Changes to this Privacy Notice

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

If you have any questions or need to get in touch regarding your personal data please contact Gemma Hurst at nchschooldance@gmail.com or 07793405354.