

# Little London Ballet Privacy Policy



## 1. How we use your personal data

We are committed to protecting your personal data.

The only data we collect from you is submitted by you on the enrolment form and/or by booking a trial course or applying to audition with us via [www.littlelondonballet.com](http://www.littlelondonballet.com) and [www.londonballetacademy.com](http://www.londonballetacademy.com)

Any sensitive data provided to us (this may be considered as your child's medical and extra needs) for the purposes of providing our services to you or if we need to comply with a legal obligation. Our legal ground of processing this data is your explicit consent.

We will use your non sensitive personal data to (i) register you as a new client, (ii) manage payment, (iii) collect and recover monies owed to us, (iv) to manage our relationship with you, (v) send you details of our goods and services.

Our legal grounds for processing your data are in relation to points (i) to (iv) above are for performance of a contract with you and in relation to (iii) and (v) above, necessary for our legitimate interests to develop products/services and grow our business and to recover monies owed.

We will not share your details with third parties for marketing purposes except with your explicit consent.

## 2. Disclosure of your personal data

We may have to share your personal data with (i) service providers who provide IT and system administration support, (ii) professional advisors including lawyers, bankers, auditors, and insurers (iii) HMRC and other regulatory authorities, (iv) third parties to whom we sell, transfer or merge parts of our business or our assets and/or (v) to other professionals for the purposes of the continuation of education or for safeguarding reasons.

We require all of these third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions.

## 3. International transfers

Some of our third party providers are businesses outside of the EEA in countries which do not always offer the same levels of protection for your personal data. We do our best

to ensure a similar degree of security by ensuring that contracts, code of conduct or certification are in place which give your personal data the same protection it has within Europe. If we are not able to do so, we will request your explicit consent to transfer and you can withdraw at any time.

#### **4. Data Security**

We have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in any unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breaches and will notify you and applicable regulator where we are legally required to do so.

In certain circumstances you can ask us to delete your data. See the section entitled “your rights” below for more information.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or or statistical purposes in which case we may use this information indefinitely without further notice to you.

#### **5. Data retention**

We will only keep your personal data for as long as necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements so for example we need to keep certain information about you for 6 years after you cease to be a client for tax purposes.

You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 6 below.

#### **6. Your rights**

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-regulation-gdpr/individual-rights/>

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it. We will not charge a fee for responding to this request unless your request is clearly unfounded, repetitive or excessive in which case we may charge a reasonable fee or decline to respond.

We will, in most cases, reply within one month of the date of the request unless your request is complex or you have made a large number of requests in which case we will notify you of any delay and will in any event reply within 3 months.

If you wish to make a Subject Access Request, please send the request to [info@littlondonballet.com](mailto:info@littlondonballet.com) marked for the attention of the Data Compliance Officer.

## **7. Keeping your data up to date**

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to confirm your personal data is still accurate and up to date.

If there are any changes to your personal data (such as change of address) please let us know as soon as possible by writing to or emailing the address set out in section 6 above.

## **8. Complaints**

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).

We would be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.