



DATA PROTECTION POLICY

Zamariah's Dance Academy (ZDA)

1. About this Policy

1.1 This policy explains when and why we collect personal information about our students, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Protection Policy where required or appropriate without prior notice.

1.4 We will always aim to comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.org.uk).

2. Who are we?

2.1 We are Zamariah's Dance Academy (ZDA).

We can be contacted at

Email: zamariahsdanceacademy@outlook.com

Tel: 07576301008

3. What information we collect and why?

ZDA collects and uses personal information to operate and provide our service.

Information held is used for business purposes, administration, keeping parents and students informed, making sure the needs and welfare of the student is met, entering students for exams, emailing information such as newsletters, invoices, school news, exam and show information. Please ensure all contact details/personal information is up to date. We collect this information through a registration form.

This personal information includes:

- Student's full name, Address, Date Of Birth, Gender, Parent/Carer name, Parent/Carer phone number, Email.
- Emergency contact information, this includes: Name of Alternative Adult, Mobile Number of Alternative Adult and Relationship to Student.
- Medical Information, any medical conditions/health issues/allergies we should be aware of and any medication they might need to take whilst in our care.
- Photographs and video footage of students maybe used for our website, press, marketing, promotional purposes, as a learning tool and our social media pages including Facebook & Instagram. We require parental consent on the registration form to agree to this. A parent may withdraw their consent at any time by contacting the Principal by email or letter.



4. How we protect your personal data

4.1 Data will all be stored in a GDPR regulated software with high security and password protected. The principal will be the only person with access to everyone's individual personal data.

4.2 We will notify you promptly in the event of any breach of your personal data, which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. Information will not be passed onto third parties and will be kept confidential, except where the law allows or requires, or where you have given your permission to do so.

5.2 If your child is taking an exam then the boards will require your child's name, DOB & ethnicity.

When we put on performance's, the local Council require your child's name, date of birth and address.

6. How long do we keep your information?

6.1 Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. We will hold your personal data on our systems for as long as you or your child is a student at ZDA and will be removed 12months after leaving us as long as there are not outstanding payments due to us.

We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data. We will only retain your personal data to the extent that we are required to do so by law or to be able to comply with future legal obligations.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner.