



# Privacy Policy

Once Upon A Ballet

Effective Date: 3<sup>rd</sup> March 2026

Last Updated: 3<sup>rd</sup> March 2026

Once Upon A Ballet (“we”, “us”, “our”) is committed to protecting your personal data and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Policy explains how we collect, use, store, and protect personal data relating to our students, parents/guardians and website users.

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## 1. Who We Are

Once Upon A Ballet is a ballet school providing dance instruction to children and young people.

Data Controller:

Once Upon A Ballet

Email: [office.onceuponaballet@gmail.com](mailto:office.onceuponaballet@gmail.com)

Phone: 07743970977

We are the “data controller” responsible for your personal data.

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## 2. The Personal Data We Collect

We may collect and process the following categories of personal data:

a) Student Information

- Full name
- Date of birth
- Address
- Class enrolment details
- Attendance records

b) Parent/Guardian Information

- Full name
- Contact details (email, phone number, address)
- Emergency contact details

c) Health Information (Special Category Data)

- Medical conditions
- Allergies
- Injuries or additional support needs

Health information is collected solely to ensure student safety during classes.

d) Financial Information

- Billing details
- Payment records  
(Note: Card payments are processed securely by third-party payment providers.  
We do not store full card details.)

e) Website Data

- IP address
- Browser type
- Website usage data
- Contact form submissions

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### 3. Lawful Basis for Processing

Under UK GDPR, we rely on the following lawful bases:

- Contract – To provide ballet classes and manage enrolment.
- Legal Obligation – To comply with safeguarding, health and safety and tax/legal requirements.

- Legitimate Interests – For administration, communication and running the school effectively.
- Consent – For:
  - Use of photographs/videos for marketing
  - Processing special category health data
  - Sending marketing communications (where required)

You may withdraw consent at any time.

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## 4. How We Use Your Personal Data

We use your data to:

- Register students and manage classes
  - Ensure student safety and wellbeing
  - Communicate about classes, performances, and events
  - Process payments
  - Maintain attendance records
  - Comply with safeguarding and legal obligations
  - Promote the school (where consent has been provided)
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## 5. Sharing Your Information

We do not sell your personal data.

We may share personal data with:

- Payment processing providers
- Accountants or professional advisers
- Performance venues (where necessary)
- Regulatory or safeguarding authorities if required by law

All third parties are required to respect the security of your data.

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## 6. International Transfers

We do not transfer personal data outside the UK unless appropriate safeguards are in place (such as UK-approved standard contractual clauses).

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## 7. Data Retention

We retain personal data only as long as necessary:

- Student records: Deleted upon leaving the school
- Financial records: 6 years (for HMRC compliance)
- Safeguarding records: In line with statutory guidance

Data is securely deleted when no longer required.

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## 8. Your Data Protection Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (“right to be forgotten”)
- Restrict processing
- Object to processing
- Data portability
- Withdraw consent (where processing is based on consent)

To exercise these rights, contact us at: [office.onceuponaballet@gmail.com](mailto:office.onceuponaballet@gmail.com)

You also have the right to lodge a complaint with the:

Information Commissioner’s Office (ICO)

Website: <https://ico.org.uk>

Helpline: 0303 123 1113

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## 9. Children’s Data

We collect children’s personal data only with parental or guardian consent and solely for the purpose of providing ballet instruction and ensuring safeguarding and wellbeing.

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## 10. Photography & Video

Photographs and videos may be taken during classes and performances.

We will always obtain explicit written consent before using identifiable images of children for:

- Website content
- Social media
- Promotional materials

Parents/guardians may withdraw consent at any time.

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## 11. Data Security

We implement appropriate technical and organisational measures, including:

- Password-protected systems
  - Secure storage of paper records
  - Restricted access to personal data
  - Use of secure third-party platforms
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## 12. Cookies

Our website may use cookies to improve user experience. A separate Cookie Policy will explain this in detail.

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## 13. Changes to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available upon request or on our website.