



Privacy Policy

Ballet North is a private dance school and is required to collect and manage certain data in order to provide services. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth and education school, along with any health / allergy requirements.

This information is required to assess children's suitability for class(es) and to keep parents updated on Ballet North operations, services, events, news, offers and for other purposes related to the operation of the school.

We may share certain of your information with our booking partners, Class4Kids Ltd, Happity and Squarespace, our payments partners, Stripe Inc and Paypal, our uniform partner IDS and our membership body IDTA. Additionally, in order to comply with child performance licensing we may be requested to share data with any Local Authority in which we put on a performance. All data sent to Class4Kids Ltd, Happity, Squarespace, Stripe Inc, Paypal, IDS, IDTA and any Local Authority shall be sent securely and will be maintained and processed in accordance with such third party's GDPR policies.

Ballet North is required to hold data on its Teachers; names, addresses, email addresses, telephone numbers, date of birth, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS). This information is sent via a secure file transfer system to People Dancing for the processing of DBS checks. Numbers and date of issue are also held on a central staffing record.

Ballet North uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

2) The right of access

At any point an individual can make a request relating to their data and Ballet North will need to provide a response (within 1 month). Ballet North can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision. Please contact info@balletnorth.co.uk if you would like to make a request.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Ballet North has a legal duty to keep children's and parents details for a reasonable time as set out in legislation or legal guidance from time to time. Please contact info@balletnorth.co.uk if you would like to make a request.

4) The right to restrict processing

Parents can object to Ballet North processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications. Please contact info@balletnorth.co.uk if you would like to object.

5) The right to data portability

Ballet North requires data to be transferred from one IT system to another; such as from Ballet North to the Local Authority, for performance BOPA licences, and dance associations for examinations. These recipients use secure file transfer systems and will be required have their own policies and procedures in place in relation to GDPR.

6) The right to object

Parents and Teachers can object to their data being used for certain activities like marketing or research. Please contact info@balletnorth.co.uk if you would like to object.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing-based organisations. Ballet North does not use personal data for such purposes.

Storage and use of personal information

Ballet North collects a large amount of personal data every year including but not limited to names and addresses of those attending classes and those on the waiting list. These records are kept securely in electronic form. All paper copies of children's and teacher's records are kept in a locked filing cabinet. Teachers may have access to both electronic and physical data but information taken from such files about individual children is confidential and Teachers are under an obligation not to share any such information to any third party.

Information about individual children is used in certain documents, such as, a weekly register, medication forms and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded or electronically destroyed after the relevant retention period.

Ballet North stores personal data held visually in photographs or video clips or as sound recordings. No names are stored with images in photo albums, displays, on the website or on Ballet North's social media sites.

Access to all Ballet North computers is password protected. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Ballet North must:

- * Manage and process personal data properly
- * Protect the individual's rights to privacy
- * Provide an individual with access to all personal information held on them