



## **PRIVACY NOTICE FOR PUPILS AT THE SPLINTERS SCHOOL OF DANCE**

**Data Controller:** MRS KIM MASSEY PRINCIPAL  
**Address:** 113, WOODLANDS ROAD, GILLINGHAM, KENT, ME7 2DX  
**Telephone Number:** Home: 01634 574243 Mobile: 07958 673553  
**Email address:** kim\_splinters@hotmail.com

### **What this Notice is about**

This Privacy Notice tells you what information we obtain and hold about you when you or your child becomes a pupil of the Splinters School of Dance. It explains what information we collect, why we collect it, and what we do with it, as well as who we share it with.

We call this information "your information". It is also referred to as "data". You should read this notice when you give us information so you are aware of how and why we are using this. Please update us if any information supplied by you changes.

### **Why we are giving you this notice**

We are required by data protection law **GDPR** to give you this notice. We must be open with you about why information is collected about you and then what is done with it. We must act fairly in relation to this information. You have various legal rights relating to this information which are detailed below.

### **The data we collect/hold about you**

We use different methods to collect data about you including the information you supply to us when applying to become a pupil at Splinters School of Dance. If you fail to provide this information we may not be able to register yourself or your child.

Information we hold are as follows:

- Full Name & Preferred Name
- Date of Birth
- Postal Address
- Home telephone Number
- Mobile Contact Number
- Health or disability
- Emails texts and other communications and via our website.
- Social Media username (optional).
- Written permission to photograph/video pupils for marketing purposes.

## **Sharing data with others**

Under data protection legislation we can only process data “as necessary” and only to the extent that it is needed. For example, we require child's full name, date of birth, home address. However, in certain instances, as necessary, we can share any of your data, e.g. with our own professional body IDTA (International Dance Teachers' Association) for examination purposes or with the Local Authority for performance licencing and the Emergency Services should the need arise.

## **Special categories of data/sensitive personal data**

This data is only requested to ensure all pupils are treated fairly and equally and in a safe environment without endangering themselves or others whilst participating in classes.

## **Minors**

All children under the consensual age must have a parent or guardian to give written permission to be photographed or videoed for dance presentations/shows and for marketing purposes without identifying them individually i.e. by name unless permission is given. Parents/guardians can opt out at any time, either in writing, email or verbally for the use of this material.

## **Why we process your data**

The various purposes for which it may be necessary for us to process various categories of your information include: -

- To ensure we have the correct information regarding your child to ascertain the correct suitability of classes available.
- In your vital interests for contacting next of kin etc., in an emergency
- In our legitimate interests for the storage of emails, records of calls and other communications
- For obtaining relevant licences for performance or participation in exams.

## **Retaining Communications**

We will monitor, record and retain your emails, text messages, social media messages and other communications for audit purposes.

## **Length of storage of data**

Data can only be stored on a time limited basis and not indefinitely. We will hold personal data about you for the duration of your time at Splinters after which data including emails sent by Splinters will be deleted/ destroyed.

## **Storage and security of data**

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. In addition, we limit access to your personal data to those third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

All our information is stored securely electronically on servers or devices and is password protected. Certain information is also retained on a secure basis in hard copy format.

## **Your rights**

Where we hold personal data about you, you are the data subject. Data protection legislation gives you a number of rights. To exercise any of these rights you should contact us.

In particular you have a right to object to the processing of your information

These rights are as follows –

- Access – you have the right to make a request to be told what personal data we hold about you. This is a right to obtain confirmation that data has been processed and to have access to your personal data and the right to information details which should be provided with the privacy notice.
- Correction/Rectification – if you consider any data we hold about you is inaccurate you can tell us so that where appropriate this can be corrected. Where a mistake is made in data processing then you can ask to have it rectified. Any third parties who have received the data from us should then be told of the rectification and you should be informed by us of any such third parties.
- Erasure – you have a right to ask us in certain circumstances to erase any data we hold about you (the so called right to be forgotten). Individuals can request the right to have personal data erased to prevent processing in specific circumstances, i.e. it is no longer necessary, consent has been withdrawn, there is an objection and where applicable your rights etc.

### **Withdrawal of consent**

Where your consent provides us with the legal gateway to process data about you, you can withdraw this at any time by advising us by text, email or post using the telephone/addresses given above.

### **Complaints**

We operate our own internal complaints policy and if you have any concerns about the way in which we collect or handle data please contact us.

Additionally, you have the right to lodge a complaint with the Supervisory Authority who is –

Information Commissioner  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)