



Ledger Dance Studios

GDPR Protecting your Privacy Updated

May 2024

Ledger Dance Studios are committed to protecting your privacy. Information collected is to enable us to contact you and your preferred method of contact. We comply with the principles laid out in the Data Protection Act 2018, holding only necessary information that is fair and lawful.

Changes to our privacy notice

Ledger Dance Studios may change this privacy notice from time to time in order to reflect changes in the law and our privacy practices. We encourage you to check this privacy notice for any changes.

The Law for Processing Personal Data

The General Data Protection Regulation (GDPR), which came into effect in May 2018, gives individuals greater control over the information held on them by organisations, how information is stored, and the methods used to contact you.

Background

This Privacy notice lets you know what happens to any personal data that you give to us, or any we may collect about you. This applies to instances where we collect your personal data.

Who are we and how do you contact us?

We are Ledger Dance Studios and we are practising under our syllabus provider, International Performing Arts and Theatre (I-PATH). Contact can be made via our social media outlets, our website, www.ledgerdance.com, post Ledger Dance Studios, 65A Lord Haddon Road, Ilkeston, Derbyshire, DE7 8AU, email ledgerdancestudios@gmail.com, and also telephone.

Communication and Contact Methods

Ledger Dance Studios will use the contact details provided by you for communications with teachers, pupils, parents, etc. We ensure that all communications, whether digital or postal, are handled securely and appropriately.

What is the source of your personal information?

Personal contact details, such as title, full name, contact details, birth, gender and age. Your home address, email address, telephone numbers and preferred method of contact. We collect personal information from you directly and from other sources such as DBS. This is general information already held by Ledger Dance Studios. See other details under Data Protection.

Lawful Basis for Processing

We process your personal data based on the following lawful bases:

- Consent: For specific activities such as marketing.
- Performance of a contract: For services we provide to you.
- Legal obligation: To comply with legal requirements.
- Vital interests: To protect someone's life.
- Public task: For tasks in the public interest.
- Legitimate interests: For purposes necessary for our business interests unless overridden by your rights.

Why are we collecting data?

Ledger Dance Studios collects, uses, processes and retains information about our employees, teachers, students, candidates and customers/other contacts in order to operate a day to day business and comply with the Data Protection act 2018.

How is your data secured?

Security measures have been put in place to protect all data shared with Ledger Dance studios including password protected devices, anti – virus software and malware protection. Any written form and files are secured in lockable storage facilities for safe protection.

What to do if your personal information changes.

You should inform us so that we can update your records.

For how long is your personal information held by us?

We'll hold your personal information for the duration of your association with us to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. If you no longer attend Ledger Dance Studios, your information will be held on our records for 1 year in order for us to identify you if you wish to rejoin. Retention of Examination records will be retained as a means of archiving, should you require such information to be re-visited in the future.

What are your rights under Data Protection laws?

There is a list of rights that all individuals have under data protection laws, although these do not apply in all circumstances. The right of Data portability is from May 2018.

- The right to be informed about the processing of your personal information.
- The right to have your personal information corrected if inaccurate, incomplete or incorrect.
- The right to object to processing of your data.
- The right to have your personal information erased. (To be forgotten)
- The right to request access to your personal information and to obtain how we process this.
- The right to move, copy and transfer your personal information. (Data portability.)
- The right in relation to automated decision making which has a legal effect or otherwise significantly impacts you.

Should you request your personal data held by us to be erased, Ledger Dance Studios will process this request within 30 days. Please note, the right to deletion is not absolute and can depend on the context of the request. To exercise any of your rights, please contact us at [ledgerdancestudios@gmail.com]. We will respond to your request within one month.

Complaints

You have the right to complain to the information commissioner's office (ICO) which enforces data protection laws. However, we would appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

Privacy Notice – Data Protection

Ledger Dance Studios will protect the rights of individuals, ensuring all personal information held by us is used appropriately and lawfully. Collection, processing, storage and sharing of personal information by Ledger Dance Studios is in accordance with the eight principles of the data protection requirements. Confidence of data subjects will always be maintained. Ledger Dance Studios aim to keep information accurate and up to date. Data subjects must also be responsible for keeping us updated with any information changes to avoid error which could occur. If not updated or changed, Ledger Dance Studios will not take responsibility for this. In most cases Data collected by us will be obtained directly from the data subject who has the right to expect their data is correctly and securely stored. No unauthorised disclosures or transfers will take place to anyone either with Ledger Dance Studios, International Performing Arts and Theatre (I-PATH) or to a third party. We will not disclose personal data without consent.

Data Sharing Clause: Sharing Pupils' First Names

This Privacy Policy outlines how Ledger Dance Studios collects, uses, and shares personal data, including the sharing of pupils' first names with other students.

- **Purpose of Data Sharing**
Ledger Dance Studios may share pupils' first names with other students to facilitate class activities and performance events. This sharing is intended to enhance learning experiences and promote social interaction among students.
- **Legal Basis for Processing**
The legal basis for this processing is the legitimate interests of Ledger Dance Studios. Where consent is required, it will be obtained from parents or guardians, and can be withdrawn at any time.
- **Data Subject Rights**
Pupils and their parents or guardians have the right to access, rectify, and erase their personal data, as well as the right to object to the processing. These rights can be exercised at any time by contacting the Ledger Dance Studios Team at ledgerdancestudios@gmail.com.
- **Transparency and Communication**
Parents, guardians, and pupils are informed about the sharing of first names, including its purpose and scope, through this Privacy Policy and other communications.
- **Data Minimization**
Only first names will be shared, ensuring minimal disclosure of personal data.
- **Security Measures**
Appropriate security measures are in place to protect the shared first names. Ledger Dance Studios will retain the shared first names only as long as necessary for the specified purpose, after which the data will be securely deleted or anonymized.
- **Contact Information**
For any questions or to exercise data subject rights, please contact our team at ledgerdancestudios@gmail.com.

Special Categories of Data

Personal and medical information supplied by pupils with 'Special Educational Needs' is not passed on to third parties. This is secure data held by Ledger Dance Studios. This is only passed on to the International Performing Arts and Theatre (I-PATH) if the pupil is taking part in examinations or events through the association. This information is solely held by Ledger Dance Studios and destroyed after use by the International Performing Arts and Theatre (I-PATH) after use. Ledger Dance Studios involves a lot of pupils who cannot make decisions independently due to their age. Therefore permission to partake in examinations, medals and events is required by parents/guardians and consent given to Ledger Dance Studios. This is held on record by their teacher. For events outside of Ledger Dance Studios, it may be important to share information of children participating. This will be either to confirm age eligibility for a class/competition or in order to comply with the Children's & Young Persons act 1963 and the Children (Performance and activities England Regulations 2014, in order for us to apply for a Body of Persons (BOPA) issued by the local authorities in which a performance/event takes place. Ledger Dance Studios takes the privacy of individuals very seriously. Details are required in the interest of protecting pupils and safeguarding children at all times. All such

information is controlled and shared only with those who understand their responsibilities in order to comply with the terms of the approval.

No unauthorised disclosures or transfers will take place. We will not disclose personal data without consent unless required by law.

GDPR Health protection

Your data may be used for Track and Trace purposes if necessary. The safety of our pupils is paramount and social distancing measures are strictly enforced at Ledger Dance Studios. Please see our enforced rules of the measures put in place to protect you.

Publication and Contact

Ledger Dance Studio will ask for permission and consent to use any images or data on Social media and/or for marketing reasons. Regular contact will be made to our pupils/parents about what is happening at Ledger Dance Studios as a way to keep everyone informed. It is important to keep on top of changes in safety guidance, events and procedures carried out at Ledger Dance Studios. You have the right to have your data removed from this information however we will not take responsibility if this was to cause any errors by yourself.