



Privacy Notice

How we use information we hold

At The Bev-Lyn School of Dance, we hold information about students, participants and parents/carers. We gather this using:

- the initial registration form you are asked to complete
- attendance registers
- results sent to us by external examination bodies (grades and specific comments on performance) and
- permission slips that we send home or email to you.

We hold information relating to:

- **Personal details** (such as name, unique pupil number, address, date of birth, relevant medical history etc)
- **Preference details** (such as primary emergency contact, how you wish to receive the newsletter, whether we have permission to use photos etc)
- **Attendance and achievement information** (such as sessions attended, exams completed and grades achieved)

Why we collect and use this information

We use these details:

- to keep in contact with you regarding the lessons that you are/your child is undertaking
- to support you/your child and ensure that you/they are safe
- to make sure we follow your instructions on how to care for your child as closely as possible
- to monitor and report on exam results
- to provide appropriate classes, facilities and services
- to inform you of additional lessons and other activities at the school
- to assess the quality of our classes and teaching
- to ensure accuracy of invoicing

Storing information

We hold student/participant data for up to 5 years after a student has left us. This is for accounting and legal purposes. We keep examination results for much longer, so that we can see any trends and respond to queries from former students.

Information is stored in a secure database and in paper-form. We treat the security of your data very seriously and keep it password-protected/securely stored/locked away (depending on the information format).

Who we share pupil information with

We will only share information:

- **with staff** (as appropriate, to support the care and encouragement of students and to ensure that parental preferences are understood)
- **with examining bodies** (and then, only when directly relevant to exam entry. This tends to be name, unique student number, prior achievement and any special circumstances or health issues leading to reasonable adjustment requests)
- **with police and other statutory bodies** when required to do so

Legal basis for processing your data

We process data under the legal basis **Contract**: we can only provide dance classes if we have contact names, personal details, appropriate health/personal information and can use them to contact you. Equally, we can only enter students for exams if we share appropriate information with the examining body.

Requesting access to your personal data

Under data protection legislation, parents, students and participants have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's record, contact **Richard Glover, our Data Administrator** – office@bevlyndance.co.uk **01209 211377**.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means (although this does not apply to Bev-Lyn, as we have no "automated means")
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this Privacy Notice, please contact:

Melissa Glover, Principal and Data Officer (melissa@bevlyndance.co.uk **077833 27410**)

Richard Glover, Data Administrator (office@bevlyndance.co.uk **01209 211377**)