



Emily Hancock
Dance Academy

Principle and Founder: Emily Hancock DDE, LISTD, BA Hons and qualified
Instructor of the Acrobatic Arts

Data Protection and privacy policy

* The Emily Hancock Dance Academy takes the security and use of the information you give us very seriously.

* The Emily Hancock Dance Academy collects and uses certain personal information in order to operate.

* This personal information could include parents and pupils' names, contact details, gender, date of birth, ethnic group, payment history, dancing history and relevant medical conditions.

* In reference to our auto payment system, credit/debit cards will only be held on file for 12 months. After this period, we will give you the opportunity to remove your details should you wish for us to do this.

* Information held is used for a variety of reasons, including day-to-day administration, keeping pupils and parents informed; tailoring lessons to better suit the needs of pupils; entering pupils into exams or competitions; ensuring medical or disability needs are met.

* General information and notices will predominantly be delivered to parents via email. On the odd occasion parents may also receive notices via telephone (including text message reminders).

The Principal ensures that personal data is:

* Secure

* Fairly and lawfully processed

* Processed for limited purposes

* Adequate, relevant and not excessive

* Accurate and up to date

* Not kept for longer than is necessary

* Processed in line with your rights

* The need to ensure that data is kept securely means that precautions must be taken against loss or damage and that both access and disclosure must be restricted. All staff and volunteers are responsible for ensuring that any personal data which they hold is kept securely and any personal data that they provide is accurate and up to date.

* Disclosure requests or complaints should be made in writing to the Principal.